

Job Profile

Position Details	
Post	Senior Early Years Officer
Service Area	Children's Services – Early Help
Reports to	Nursery Manager
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • To work with the Nursery Manager to maintain the general day to day management of childcare within the Centre, ensuring high quality provision; • To deputise for the Nursery Manager as required; • To participate in developing ethos, policies and practice of the centre with particular regard to ensure high quality early education and childcare provision

Main Responsibilities
<p>Main Duties:</p> <ol style="list-style-type: none"> 1. To work with the Nursery Manager on the operational and day to day management of childcare provision; 2. To work with the Nursery Manager to ensure that childcare fees are collected and administered appropriately; 3. To work with the Advisory Teacher on the planning and delivery of a curriculum that meets the needs of all children; 4. To support staff to discuss, assess and review children's development in order to plan for their next steps and to ensure that the needs of all children are met through the planning process; 5. To be involved in identification and delivery of training of childcare staff, including support and mentoring as required; 6. To be responsible for the organization and management of external student placements

including assessments and report writing. Supporting staff in student supervision and liaising with college tutors as appropriate;

7. To assist the Nursery Manager in the organization and operation of educational visits;

8. To be an exemplar of high quality EYFS practice within the childcare and education provision of the Centre, ensuring reflective and inclusive provision that meets all children's needs and to work as a key person when room based;

9. To assist the Nursery Manager to monitor, assess and review children's progress, supporting staff to deliver an effective and responsive nursery programme in line with EYFS requirements;

10. Support and monitor the writing of reports by staff, having due regard to the "open" files policy and the data protection act;

11. To support the Nursery Manager in the supervision, performance management and professional development of nursery staff;

12. To liaise with other professionals in the formulation and implementation of health care plans for children with identified special need. Support staff to carry out necessary and agreed medical interventions (after receiving appropriate training) and in line with the Children and Young People's Service policy on supporting pupils with medical needs in schools and centres. (Section 5 of the Haringey Health Handbook);

13. To be fully conversant and comply with departmental and nursery safeguarding policy and practice particularly in the identification of suspected child abuse. Support staff as required in the assessment, reporting, monitoring and recording of child protection issues within the Centre;

14. To participate in consultative forums with service users and providers in order to review, develop and improve service delivery whilst ensuring that the user's views and participation is embedded within the centres ethos;

15. To establish and maintain effective professional and supportive relationships with users of the service, assuming a leading role in the promotion of parental involvement in all aspects of service delivery;

16. Where necessary to participate in relevant meetings, panels, case conferences etc in order to support the client group and/or members of staff and contribute to multi agency work and planning;
17. To work with children's parents and "key person" to ensure the effective transfer of all children from the Centre into the next school or setting;
18. To contribute to the Centre's self-evaluation process and the construction of the Centre Development Plan;
19. To support staff development through the exemplification of good practice within the childcare provision;
20. To uphold and further the Council's Equal Opportunities policies and to deliver effective and appropriate services fairly and without discrimination
21. To be responsible for keeping up to date with National and local developments which may affect policy and procedure and implement changes within the centre;
22. To be proactive in identifying personal goals and training needs;
23. To act at all times in compliance with Haringey Council policies;
24. To support the Senior Management Team in ensuring Health & Safety requirements are met and monitored under the H&S at Work Act and the Council and Departmental policies, including risk assessments which are regularly reviewed and updated;
25. To be a key holder for the building in case of emergencies when no other responsible manager is available;
26. To undertake any temporary duties consistent with the basic objectives or duties of the post.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Education- Training/ Qualification	Essential
<ul style="list-style-type: none"> Recognized Education/childcare (Early Years) qualification; 	Essential
<ul style="list-style-type: none"> Commitment to continuing professional development 	Essential
Experience	Essential
<ul style="list-style-type: none"> Working in Early Year's Service providing an integrate service of care/ education and family support; 	Essential
<ul style="list-style-type: none"> Involvement and awareness of Ofsted / Day Care inspections; 	Essential
Skills/ Ability	Essential
<ul style="list-style-type: none"> Ability to prepare information for staff, parents stakeholders both in written and oral presentation; 	Essential
<ul style="list-style-type: none"> Create and use computer based systems inclusive of word processing, spreadsheets and data bases; 	Essential
<ul style="list-style-type: none"> Conflict management and problem solving skills; 	Essential
<ul style="list-style-type: none"> Staff supervision; 	Desirable
Knowledge	Essential
<ul style="list-style-type: none"> Excellent knowledge of child development and learning and related theory and practice; 	Essential
<ul style="list-style-type: none"> Legislation and procedures relating to Children's Act 1989, SEN code of practice, registration and Ofsted inspections; 	Essential
<ul style="list-style-type: none"> Effective team work; 	Essential
<ul style="list-style-type: none"> Promotion of parental and community involvement; 	Essential
<ul style="list-style-type: none"> Understanding of the respective roles of the agencies involved in the support if families; 	Essential
<ul style="list-style-type: none"> Good practice in all elements of the management of an Early years service; 	Essential
<ul style="list-style-type: none"> Requirements of H&S, food hygiene practice, procedures; 	Essential
<ul style="list-style-type: none"> Demonstrate a commitment to and carry out duties with regard to the principles of the Councils Equal Opportunities Policy. 	Essential

Main Contacts & Other Information
Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Please provide organisation structure chart.