**Senior Early Years Educator**

Responsible to: Children and Family Services Manager

Responsible for Early Years Educators, Early Years Apprentices, Students & Volunteers

Grade: C

**Purpose**

To lead and manage one of our early years rooms, overseeing practice and ensuring all children and families receive a high-quality and consistent service.

To work as a member of the senior Early Years team contributing to the ongoing development of the setting and team.

# **Main duties and responsibilities**

* Provide a safe, secure, and child-centred physical and emotional learning environment which supports the developmental needs of all children.
* Work within the Early Years Foundation Stage (EYFS) and Birth to five matters guidance to observe, assess, monitor, and maintain records on children’s development, including those with SEND.
* Work as a line manager and role model to early years educators, apprentices, students, and volunteers, monitoring practice and providing supervision, guidance, and support.
* Ensure safeguarding practices, policy and procedure are followed and adhered to.
* Ensure the health, safety and hygiene of children and staff are maintained, both inside and outside the setting.
* Respect and promote equity, diversity and inclusion and work in an anti-discriminatory and non-biased manner.
* Build and maintain warm and respectful relationships with parents and carers, ensuring effective communication and listening skills.
* Promote teamwork and work with and support your colleagues and peers, including external professionals, apprentices, agency staff, students, and volunteers, in a warm and respectful way.
* Attend and contribute to staff meetings, staff training days and other relevant and necessary training as required.
* Keep up to date with changes in the curriculum and developments in best practice and cascade this with the wider team.
* Undertake management duties as necessary in the absence of the Manager or Deputy Manager.
* Work within the professional expectations, policies, guidance, and ethos of Windmill Hill City Farm’s setting.

# **Person Specification**

# **Essential**

* NVQ 3 or equivalent childcare qualification
* To have a minimum of two years’ experience working in an early years’ setting.
* To have a minimum of one years’ experience leading a team.
* Up to date knowledge of current guidance and legislation.
* In depth understanding of the EYFS.
* Excellent communication skills and the ability to interact professionally and effectively with children, staff, parents, carers, and other professionals.
* The ability to build respectful, warm, and trusting relationships with parents and carers.
* Understanding and commitment to working with all safeguarding policies, practices, and procedures.
* The ability to take responsibility for your own health and safety and that of others.
* Understanding of and a commitment to Equity, Diversity, and Inclusion.
* To be enthusiastic, reliable, consistent, and self- motivated.
* Excellent team working and team building skills and the ability to use own initiative.
* Willingness to undertake training.

**Desirable**

* To have or be working towards a further Early Years qualification, such as the Early Years Teacher/Professional Status, an Early Years Degree, Qualified Teacher Status, or equivalent qualification.
* First Aid Certificate.
* Food Hygiene Certificate.
* Experience of working with vulnerable families.
* Experience of working with children with additional needs.
* An interest in the work of Windmill Hill City Farm, and an understanding of our aims and objectives.