



brighterfuturesforchildren.org

Early Years Team Leader

Job Description & Person Specification



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Essential:	Error! Bookmark not defined.

Job Information

Post Title	<ul style="list-style-type: none"> Early years Team leader
Reports to:	<ul style="list-style-type: none"> Nursery Manager
Grade and Salary:	<ul style="list-style-type: none"> RG5m SCP –22-28 with gateway at 25
Location	<ul style="list-style-type: none"> BFFC Nurseries – Sure Start Whitley Day Nursery
Conditions:	<ul style="list-style-type: none"> NJC
Direct reports to post:	<ul style="list-style-type: none"> Early years Educators

Job Purpose

Brighter Futures for Children is a not-for-profit company, owned by, but independent of, Reading Borough Council. Although we are independent, we are very much part of the Reading Family. Our people enjoy all of benefits as other Council employees including membership of the Local Government Pension Scheme and continuous service.

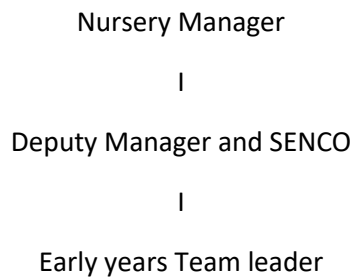
We work closely with partners in the local community and key organisations including Reading Borough Council, policy, public health and voluntary groups. We are responsible for the delivery of children's social care, early help & prevention, education services (including SEND). This also includes fostering and adoption, the Youth Offending Service and traded services with schools.

Our main aim is to protect and enhance the lives of the children of Reading. We help families find long-term solutions to ensure children lead happy, healthy and successful lives.

The role of the Early Years Team Leader is to;

- To participate in the daily supervision of the room in accordance with the requirements of the Childcare Act 2006 other relevant legislation, the nursery policies and procedures and OFSTED requirements.
- To ensure the requirements of the Early years foundation stage (EYFS) are met and maintained at all times.
- To lead a team of staff who will deliver an excellent standard of care and education to the children in their care.
- To take responsibility for the safety, security and well-being of all children and staff within the room.
- Ensure all policies and procedures are adhered to in the provision at all times.
- To continue professional development through training opportunities offered and self-development.
- To support the deputy and nursery manager in daily duties.
- To maintain and lead the nursery to an excellent standard in the absence of the manager and deputy.
- To provide responsive in the moment teaching to children, ensuring a breadth of learning opportunities.

Designation of Post within Company Structure



1. Your role

OPERATIONAL

- To be responsible for the day-to-day management of a room and to model and encourage good practice to adults and children.
- To ensure the safeguarding policy is read and understood by all staff and parents.
- To take on the role of designated safeguarding officer and ensure training is refreshed every two years.
- To be responsible for the regular supervision of staff within a room including identifying any career development or training needs.
- To communicate clearly with parents/carers, encouraging them to participate in their child's progress and development.
- To understand the setting's pedagogy and implement our cycle of learning.
- To follow the guidelines of the EYFS and implement it effectively ensuring all staff adhere to best practice.
- Be responsible for creating a stimulating learning environment.
- To observe each child's progress and report on achievements, looking for progression and continuity across the whole room.
- To coordinate the key person system and be a key person to a group of children.
- To monitor the children presenting with additional needs or risk of delays and liaise with the setting SENCo.
- In the absence of the nursery management, to assist with the overall running of the nursery. To include liaising with all external agencies, completing the staff planner, ensuring ratios are maintained and responding to emergencies.
- Together with the manager, ensure that all required standards, ratios, and conditions of registration are maintained at all times within the room.
- To help with the organisation of and attend parents meetings, events and open days as required.
- Monitor stock levels of materials and consumables and follow appropriate procedures for ordering stock.
- To maintain the waiting list and occupancy for the room, ensuring spaces are offered out in a timely manner.
- To plan transition for the room, including internal, external, and school.
- To ensure all staff complete and regularly refresh mandatory training and have opportunities for bespoke training to support their continuous professional development.

PERSONNEL

- To ensure that the room is appropriately staffed at all times.

- To take an active role in the recruitment, training, motivation, and development of staff within the room, taking account the policies and procedures of Sure Start Whitley and all statutory requirements to ensure that staff fulfil the provisions of their job descriptions.
- To participate in the organisation of and attend regular staff meetings and appropriate training sessions, which ensure staff, are kept up to date with the latest thinking in relation to early years provision and OFSTED requirements.
- To ensure all new staff within the room receive appropriate induction, probation, mentoring and training in accordance with their individual training needs.
- To ensure all staff receive regular supervisions and appraisals.

HEALTH AND SAFETY

- To ensure that the highest standards of safety, security, hygiene, and cleanliness are maintained at all times across the provision, and in particular, within your own room.
- In the absence of the management, ensure that all security and safety systems are always fully operational and used properly by all staff.
- Fulfil the role of the fire warden, ensuring the building is evacuated safely in the event of a fire evacuation.
- To ensure daily risk assessments are completed for the room and building and any issues are reported immediately.

GENERAL

- To adhere to all policies and procedures including attendance at meetings, preparation of reports and any other duties as required.
- To ensure the BfFC inclusion and equality of opportunity policy is adhered to at all times.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements.
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.
- This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing, they are appropriate to the scale within which you are being paid.

Gateway Criteria

- Devise a system for monitoring, developing and reviewing quality of provision in the room.
- Complete audits within the room, giving feedback to the team to ensure continuous development and best outcomes for children. To include planning audits, iConnect observation audits, target setting audits, room audits.

2. The Prevent duties applicable to all roles

The Prevent duty requires local authorities to help prevent the risk of people becoming terrorists or supporting terrorism. It sits alongside the safeguarding duties of professionals to protect

people from a range of harms. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

Responsibilities:

- Have a good understanding of Prevent by undertaking training as specified by BFfC to recognise where a person might be susceptible to becoming radicalised into terrorism.
- Be aware of the Channel Programme to provide support to safeguard individuals and undertake training as specified by BFfC on how to make a Prevent referral if they think someone is at risk of being radicalised.
- Work in partnership with the police and other public sector partners in providing support to individuals adopted into the Channel process.

3. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Staff • Line Manager • Children • Parent
External:	Develop and promote strong partnerships with: <ul style="list-style-type: none"> • Agency • Parent • Early help professionals • Area SENCo • Nursery Managers • Social workers • Teachers • Educational psychologist • Sensory consortium • Portage • Speech and language therapist • Health visitors

4. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.

5. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objective.

6. Personal Attributes

- Confident
- Approachable
- Friendly
- Uses initiative
- Organised
- Achieves deadlines

7. Scope of Job (Budgetary/Resource Control/Impact)

- No direct budgetary requirements within this role.
- Monitoring resources will be part of the role.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (Excluding standard identity/work permit/education qualification checks)	NONE or list
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	YES
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	List if appropriate
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	List or N/A

Person Specification

Qualifications & Education

Essential:

- Level 3 Early Years Qualification.

Desirable:

- Evidence of ongoing professional development.



Experience

Essential:

- Sufficient post qualified experience working with children.

Desirable:

- Previous experience as a room leader.

Additional Working Requirements

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- To work occasional evenings and weekends.