



JOB TITLE: Early Years Teacher

REPORTS TO: Nursery Manager

Job Purpose:

The role of the early year's teacher is to implement the Early Years Teacher standards and work alongside colleagues under the direction of senior management, to guide and advise on practice, ensuring the best possible progress for all children. Senior management is responsible for strategic direction.

Through hands-on practice, lead and be accountable for high quality practice and provision for all children which supports them to reach their full potential, particularly in the prime areas of learning and development.

To undertake joint role of SENCO, to ensure children with SEND are supported appropriately using relevant tools for early assessment and integrated working practices, in partnership with parent's key person and external professionals.

Identify children in need of additional support to meet age-related outcomes and support the implementation of a range of intervention and support strategies.

Alongside the Manager and Deputy, support the day-to-day co-ordination of staff in a dedicated area of the centre and to work in cohesive manner with the senior team.

To assume continuity of policy and curriculum, promoting equal opportunities for all.

To act as the Designated Safeguarding Person within the setting in the Manager's and Deputy's absence, dealing with and supporting any issues as they arise.

To support and actively promote the safety, security and well-being of all children, staff and visitors at all times.

Main Duties and Responsibilities:

1. Have a sound knowledge and understanding of and uphold safeguarding procedures and strategies ensuring that all children in your care or who you come into contact with are safeguarded and appropriately supervised at all times

2. To undertake regular Safeguarding training at a level commensurate with role.
3. Lead all Nursery Practitioners, providing models of good practice and supporting individual staff to meet required standards and moderating assessments of all key persons in the nursery team.
4. Have oversight of all children within the setting, undertake the role of key person for all 3 and 4year olds. Play a key role in leading, developing, implementing and evaluating effective systems for observation, assessment, planning and record-keeping to ensure all children can make progress and achieve positive outcomes.
 - Developing a loving and secure relationship with each key child in your care.
 - Helping each child to become familiar with the setting and confident within the setting.
 - Looking after each child's care and welfare needs e.g. dressing, toilet training, eating, sleeping, being comforted.
 - Building trusted relationships with each child's parents, ensuring there are regular opportunities to share information on the child's development from home and in the setting.
 - Support each child's individual learning journey through on-going observation, assessment and planning in partnership with parents/carers and other colleagues
 - Complete reviews of key children, in partnership with multi-agency colleagues and parents/carers, as appropriate (school leavers reports)
5. Act as a role model for other practitioners in developing and maintaining a partnership with parents that values their contributions and involves them in their child's education, including support for the home learning environment and ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.
6. Support a culture of reflection through continuous review of teaching activities and educational programmes which leads to actions for improvement that impacts on improving outcomes for children.
7. Contribute to developing positive relationships and close working links with the range of professionals in the children's centre in order to promote access to wider integrated services for all families and children and support a multi-disciplinary team around the child and family approach. This includes completing and using common assessment frameworks (CAF) and participating in Team around the Child (TAC) meetings where appropriate.
8. Demonstrate and model the positive values, attitudes and behaviours expected of children.
9. Where appropriate, lead in-service training and advise on individual CPD opportunities for other members of staff.

10. Uphold the principles of and model good practice in inclusion and equal opportunities in all aspects of the role, supporting early identification and intervention strategies at all times and undertaking the role of SENCO.
11. To have overall responsibility for planning, short term, medium term and long term, and the implementation of daily activities, and evaluating effective systems for observation, assessment, planning and record-keeping to ensure all children can make progress and achieve positive outcomes.
12. Be a mentor for students on placement at Bowlers and where appropriate, encourage their participation in planning and developing activities with the children.
13. Contribute to the development and review of relevant policies and procedures.
14. Keep up to date with best early years practice, local and national policy, in order to disseminate to colleagues in the setting
15. Lead on the use of evaluative tools and analysis of data to measure impact and produce reports as appropriate.
16. Undertake other minor and/or non-recurring duties appropriate to this post as directed by senior management including your contracted hours, attend evening staff meetings, Parents Evenings, AGM (annual general meeting), Children's Graduation and termly out of hours fundraising activities.
17. To undertake other duties commensurate to the post.
18. To work with the staff and ensure they have a sound knowledge of statutory guidelines, policies and procedures and implement them appropriately and effectively.
19. Contribute to the development and relevant policies and procedures.
20. To be a committed member of the staff team and to work in the best interests of Bowlers Community Nursey. To be flexible within working practices, being prepared to cover staff non- contact time, support staff with observations and profile books and at times covering staff breaks or supporting the baby room at sleep time.

ADDITIONAL

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision and other events designed to improve communication and assist with the effective development of the post and post holder.

- The post holder is expected to be committed to Bowlers Community Nursery core values of quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with Bowlers Community Nursery Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of Bowlers Community Nursery Dignity for all Policy. (Equal Opportunities Policy).