

JOB DESCRIPTION

POST:	Early Years Teacher Sunflower Nurseries
DATE:	Reviewed October 2017
REPORTING TO:	Nursery Manager
RESPONSIBLE TO:	Nursery Manager

Overall Purpose:

The Sunflower Nursery is registered with OFSTED to provide full day care for children from 6 months to 5 years of age.

The nursery provides a safe, caring and stimulating environment for young children. It aims to meet children's physical, emotional, social, learning and play needs. Children are respected as individuals and are encouraged to develop skills and knowledge at their own pace. Employees encourage children to explore and discover new experiences, widen their understanding of the world and people, and extend their learning.

Job Purpose:

- Ensure that a safe and excellent quality child care and educational service is provided, which promotes the wellbeing of every child
- Safeguard and promote the welfare of children
- Set high expectations which inspire, motivate and challenge every child
- Assist the Nursery manager in leading and managing effective early years practice, and foster a culture of continuous improvement among the staff team
- To offer informal mentoring, coaching and modelling of good practice to continually drive up standards of child care delivery.
- Provide managerial support of all aspects of the Nursery as and when required and in the Nursery Manager and /or Deputy Manager's absence.
- Full time role at Sunflower @Cambourne will normally be partly based (2 days a week) with a group of children, with three days spent in rooms throughout the Nursery to lead and develop excellent practice. Part time role at Sunflower@Cambridge (24 hours) will be spent working in all rooms throughout the Nursery to lead and develop excellent practice.

Child Care Quality and Education

1. To be the Nursery expert on the Early Years curriculum, and to use this knowledge both to ensure nursery practices are up to date and to develop work schemes and lessons plans to motivate children, imaginatively using resources to help them learn.

2. Promote the highest quality child care and education to be delivered throughout the Nursery at all times.
3. Work with children and in partnership with their families to facilitate learning and social development. Take direct responsibility for one group of children if required, supervising and leading the Nursery staff working with this group, as well the staff in other groups.
4. Work closely with the staff to inspire, improve and develop their practice, including challenging and rectifying practice that falls short of regulatory and CHS requirements, through coaching and supporting staff, and introducing new ideas.
5. Ensure that all of the Nursery's policies and procedures in relation to the care of children are observed at all times, and that children are cared for in line with the Nursery's operational plan.
6. With the staff, plan and implement programmes of activities appropriate to the age groups, and ensure that each child's progress is appropriately and effectively recorded in a timely manner, and that all appropriate documentation is completed and up to date.
7. Develop and implement child care and education planning, Nursery Action Plans, including the Ofsted Self-Evaluation, Early Years Framework, County Council Quality Framework, and any other relevant plans.
8. Ensure that all children with special needs have an up to date and appropriate individualised care plan, agreed with their parents and any relevant professionals.
9. Act as a Safeguarding Designated Person.
10. If required act as SENCO, or support the designated post holder(s) in their roles.
11. Keep informed about the latest developments in good child care and educational practice, and share this with the staff.
12. Ensure that record keeping systems for children are in place and up to date, including the regular - usually daily - two-way sharing of information with parents. Liaise with any other professionals as needed.
13. Provide information about the service we offer and facilitate visits by prospective parents to the Nursery as required.
12. To administer First Aid if required, and to undertake training as necessary
13. Identify and mitigate risks.
14. To liaise and work collaboratively as required with the EYT at our other Sunflower Nursery to promote and support good practice in both nurseries

Developing Staff Skills to deliver high Child Care Quality

1. Model and implement effective practice, and support and mentor other practitioners.
2. Continuously improve child care and education practice through appropriate professional development, for self and colleagues.
3. Reflect on the effectiveness of child care and education in the Nursery, propose appropriate changes and influence, shape and support the implementation of new practice.

4. Participate in the recruitment and induction of Nursery employees (including students, apprentices and volunteers) as required.
5. Share in the supervision and skill development of employees, through providing coaching, support, guidance and motivation and role modelling; develop employee skills and experience, including carrying out performance appraisals and career pathway reviews, and identifying and arranging to meet training needs.
7. Ensure the record keeping systems for staff are kept up to date
8. Contribute to staff meetings and staff training sessions, and manage these as requested in the absence of the Nursery Manager and Deputy Manager
9. Support the Nursery Manager and Deputy Manager in creating a working culture that fits with CHS values and inspires staff to 'own' the Nursery business and contribute their maximum efforts to ensure its success.

Health and Safety

1. Ensure that children are safeguarded at all times and that any concern or incident is followed up immediately and in line with company policy and procedure.
2. As required, act as one of the designated people for Child Protection within the Nursery, and work closely with the Nursery Manager to ensure that the safeguarding ethos prevails.

Meeting Parent and Community Needs

1. Secure the active and meaningful participation of parents in the ongoing Nursery services, organising and running regular educational events
2. Attend Parents evenings/information sessions or other similar meetings as requested by the Nursery Manager.
3. Assist the Nursery Manager to obtain parents' feedback and use this to identify service improvements and in creating the Nursery's Service Improvement Plan.
4. Contribute to the creation of the Nursery Publicity Plan and organise events that promote the nursery's good reputation.

Administration and Finance

1. Be up to date with all aspects of the legislative, internal and external regulatory requirements of the Nursery, including Ofsted, CHS Financial regulations, and ensure compliance with these.
2. Contribute to the Nursery's Ofsted Self Assessment, and to reviews of Nursery provision e.g., OFSTED, Quality Framework and internal Quality Assurance, and to the regular reviews of policies, procedures and programmes of activities; and support the implementation of any changes required to the Nursery services.

Providing cover for Nursery Manager and Deputy Manager

In the absence of the Nursery Manager and Deputy Manager, the EYT will take responsibility for all key managerial responsibilities, including but not limited to:

- 1 Plan the duty rota for Nursery employees, including organising cover by relief staff for holidays and sickness absences.
- 2 Attend to all health and safety matters, including ensuring all routine checks of the building and play equipment are carried out and recorded, and any actions needed as a result are taken; all Adverse Incident, Children's Accident, RIDDOR, CoSSHH, kitchen and other records are up to date and reported as required.
- 3 Ensure all fire safety checks and procedures are carried out
- 4 Ensure that risk assessments are carried out and recorded/reviewed whenever needed
- 5 Ensure emergency or urgent repairs are reported promptly
- 6 Respond to all parent queries or complaints
- 7 Allocate places to maximise occupancy levels
- 8 Ensure the collection of fees.

General

- 1.
2. Ensure that at all times you set a good example of professional conduct to all other nursery employees
3. To keep up to date with any new developments in EYFS, and to ensure this is shared with other child care professionals at the nursery via team meetings, supervision meetings and training sessions.
3. Attend team meetings, supervision meetings and training sessions and ensure that any training needs identified are met.
4. Comply with the CHS Schedule One Policy and Procedure (Housing Act 1996) relating to any possible conflict of interest relating to the business of CHS.
5. Comply with the CHS Group Health and Safety Policy and contribute to good health and safety practice.
6. Comply with the CHS Equality and Diversity Policy Statement, actively seeking opportunities to recognise the value of diversity and ensure equality of opportunity in the services delivered.
7. Comply with all aspects of the CHS Code of Conduct and CHS behaviours.
8. Participate in the quality assurance strategy to ensure that agreed high standards of care and education are always met.
9. Share responsibility for opening or closing of the Nursery as required.
10. Treat any information relating to work within the Nursery as confidential.
11. Support Manager and Deputy Manager to maintain high standards of hygiene and cleanliness throughout the Nursery at all times.

12. Undertake such other duties as may be required from time to time in keeping with nature and scale of the post, including providing cover if necessary at other Nursery locations.

*As the needs of the organisation change rapidly, this role will change accordingly.
Therefore this document should be viewed as guidelines which are subject to change*