

PERSON SPECIFICATION

POST: Early Years Teacher – Sunflower Nurseries
DATE: Updated September 2018
REPORTING TO: Nursery Manager
RESPONSIBLE TO: Deputy Nursery Manager
RESPONSIBLE FOR: Group Leaders, Early Years Educators and Nursery Assistants

MINIMUM ESSENTIAL REQUIREMENTS	Essential (E) Desirable (D)	Measured by Application (A) Interview (I) Test (T)
<p>Skills</p> <ul style="list-style-type: none"> • Ability to communicate clearly and relate well to children, parents, staff and external agencies, in a calm and patient manner. Excellent communication skills both written and verbal. • Ability to lead and inspire Nursery employees within the rooms, encouraging reflective practice, introducing new ideas and inspiring a creative approach to childcare. • Ability to supervise, appraise and develop staff, supporting learning and challenging poor practice that falls short of regulatory and CHS requirements. • Ability to plan and implement the delivery of the EYFS curriculum • Ability to model, promote, deliver and embed high standards of safe working practice and challenge where necessary 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A / I</p> <p>A / I</p> <p>A / I/T</p> <p>A / I</p>

<ul style="list-style-type: none"> • Excellent planning and prioritising skills, always delivering results at the agreed time. • Be able to advise staff in carrying out positive and objective observations, determining Next Steps and planning individually tailored programmes of activities for children. • Ability to lead work with a group of children. • Ability to work in a proactive and co-operative style with parents, including assisting with running special events and training sessions with parents. • Ability to set appropriate boundaries for children and employees • Lead on ensuring an inclusive environment for both children and employees. • Find opportunities for self-development and be a reflective practitioner • Ability to organise staff rotas, planning ahead, managing employees flexibly and booking relief staff etc as necessary. • Ability to take responsibility for the Nursery on any occasion when the Manager and Deputy Manager are absent. • Ability to work within the Nursery management team to share in leading future development of the Nursery. • Good ICT skills, including e-mail, word processing, internet usage and ability to understand and use Nursery database software. 	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Up to date knowledge of EYFS and good practice in child day care and early years education, including regulatory requirements. 	<p>E</p>	<p>A / I</p>

<ul style="list-style-type: none"> • An understanding of the Children Act 1989 and its application to Nursery child care practice. 	D	A / I
<ul style="list-style-type: none"> • Understanding of and commitment to promoting Equality and Diversity and anti-discriminatory practice. 	D	A / I
<ul style="list-style-type: none"> • Keeps abreast of developing trends in early years issues 	D	A/I
Experience <ul style="list-style-type: none"> • Experience of working with children, preferably under 5 years old 	E	A / I
<ul style="list-style-type: none"> • Experience of being in charge of a group of children, preferably within a Nursery. 	E	A / I
<ul style="list-style-type: none"> • Experience of co-ordinating the work of others. 	D	A/I
Qualifications/Training <ul style="list-style-type: none"> • Early Years Professional Status (QTS) *PCGE *BA (Hons) in Early Education, or equivalent. 	E	A
Behaviours <ul style="list-style-type: none"> • Communication - Take steps to keep others informed about what they need to know 	E	A/I
<ul style="list-style-type: none"> • Customer focus - Seek to understand the needs of internal and external customers and aim to exceed these consistently 	E	A/I
<ul style="list-style-type: none"> • Flexible & Adaptable - Adopt a practical approach to achieve the required results 	E	A/I
<ul style="list-style-type: none"> • Delivering results - Have clear and agreed goals and meet them 	E	A/I
<ul style="list-style-type: none"> • Teamwork - Work effectively with others and ensure team objectives are met 	E	A/I
<ul style="list-style-type: none"> • Developing Others - Use all available resources to develop people so that everyone can achieve their full potential 	E	A/I
<ul style="list-style-type: none"> • Continuous Improvement - Capture learning and obtain feedback from customers in order to continuously improve services and increase opportunities 	E	A/I

<ul style="list-style-type: none"> • Critical thinking - Challenge the way things are currently done and the way opportunities and problems are approached 	E	A/I
<p>Special Requirements</p> <ul style="list-style-type: none"> • Able to work a flexible rota pattern to include regular opening and closing of the Nursery. • Able to attend occasional meetings outside normal working hours, including staff and parent meetings. 	E	I
<p>Training</p> <ul style="list-style-type: none"> • Willingness to undertake appropriate ongoing training 	E	I