

Job Description

Seymour House

Senior Early Years Educator



Reports to: Nursery Leadership Team

The role of the Senior Early Years Educator is to ensure all children receive outstanding quality care and educational opportunities. Meeting the children's individual needs, creating an enriched learning environment and working alongside the Nursery Leadership Team to implement and promote the Early Years Foundation Stage (EYFS). The Senior Early Years Educator will support the Nursery Leadership Team in the management and leadership of the nursery and promote and cascade outstanding practice across the nursery, being an excellent role model, mentor and coach to fellow team members. The Senior Early Years Educator role includes the roles and responsibilities highlighted in the Early Years Educator job description. Additional responsibilities may be expected this may be taking on nursery management tasks or a Champion role.

The roles and responsibilities are communicated under 6 headings, the overarching purpose for each is outlined below:

Children

Working with the Nursery Leadership Team to continuously drive improvement, embed and practice outstanding care and education across the Nursery, ensuring this is of the highest quality for the children in our care. Role model teaching our outstanding educational programme/curriculum to a high standard to ensure children are provided with the opportunity to meet their full potential in line with the organisations vision, mission and values and an enthusiasm for learning.

All team members comply with the requirements of the Early Years Foundation Stage (EYFS) with Senior EYE's supporting the Leadership Team in meeting Ofsted registration and inspection criteria. Using knowledge of the EYFS to observe, plan and assess children, regularly tracking their progress and ensure exemplary records are maintained. Establish and maintain relationships with the children, practicing the key person approach to facilitate their learning and practice high quality teaching and learning based on the children's interests. Lead colleagues in maintaining an outstanding learning environment and resources that inspires children to learn taking into account diversity, promoting equality and inclusion. Work closely with parents to ensure they are fully informed about their child's progress and maintain relationships to further support children's learning and development. Work closely with shared providers, other agencies and the wider community to establish secure relationships to help support children's development. Ensuring all children are kept safe and Child Protection Procedures are followed.

Team

Working within the team in a professional manner, demonstrating a positive attitude to deliver outstanding care and education. Be a good and trusted support to team members with their day to day duties, by being approachable, an effective communicator and an outstanding role model. Motivate, inspire and coach team in their practice and quality of teaching to meet the needs of the children, parents and their families. Support new team members through induction and probation and college students through nursery placements, offering information, expertise and following the mentor role guidance.

Support team members with their CPD, identifying skills and areas of improvement and give constructive feedback. Share with the Nursery Leadership Team any concerns regarding practice or compliance with the organisations policies and procedures and work with other SEYE's and the Nursery Leadership team to ensure a consistent approach on all matters. Demonstrating a commitment to CPD by actively participating in training opportunities and the Skills Development Programme. Actively reflecting on own performance on a regular basis, completing self-reviews and updating skills and objectives to ensure self-development positively impacts the quality of teaching and supports the delivery of outstanding care and education.

Parents

Create effective partnerships with all families, promoting a positive attitude and professional approach to achieve the best outcomes for children. Support all team members to ensure parents and carers receive excellent customer care, encouraging families to fully engage in their children's learning and participate in opportunities at the nursery which enhance their child's educational journey. Sharing children's development

and progress, clearly demonstrating the next steps and suggestions for home learning. Effectively communicate information to prospective families during views and provide guidance and reassurance to new families. Promoting the outstanding work of the organisation at marketing events and in the local community to support the good reputation and occupancy levels in the nurseries.

Environment

It is the responsibility of all team members to ensure the nursery environment is safe, clean and tidy and maintained to a high and professional standard. Be a positive role model to ensure that the indoor and outdoor learning environment promotes continuous provision and outstanding learning opportunities for children. Taking responsibility for the health and safety of themselves and others, ensuring a high regard for the importance of the nursery environment, resources, safety and hygiene is well maintained and support the Nursery Leadership Team to ensure that Health and Safety regulations and risk assessments are managed effectively.

Finance

Support the Nursery Leadership Team in the use and choice of resources and equipment effectively and efficiently. To deploy the team efficiently in line with child and staffing ratios.

Quality

Adhere to the organisations policies and procedures, working together to promote the organisations vision, mission and values. Contribute towards activities directed by the Nursery Leadership Team which support the Reflective Practice Cycle and implement any recommendations made by external bodies i.e. Ofsted or internally through feedback or internal audit. Work with the Nursery Leadership Team to identify areas for improvement, feeding into the Nursery Development Plan, implement change to achieve set targets and monitor progress made to support the positive impact for children. Assist the Nursery Leadership Team in the organisation of the nursery ensuring the smooth and efficient operation on a day to day basis.

Other Information

This job description is not exhaustive, and the post holder is required to undertake any other reasonable duties as directed by the Nursery Leadership Team.

Seymour House is committed to safeguarding and promoting the welfare of children and young people and expects all team members and volunteers to share this commitment.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced check is completed and regularly updated through the Disclosure and Barring Service.

Seymour House actively promotes equal opportunities and are committed to equality and diversity for all our children and staff. Applicants will be considered on merit only, irrespective of race, sex, sexual orientation, disability, age, religion or belief.

A copy of the Company's Equal Opportunities Policy and Disclosure Information Policy is available on request.

Essential requirements for the post of Senior Early Years Educator:

- Educated to Degree level in Early Years/QTS or an Early Years Education qualification to Level 3 or equivalent
- If Level 3 started after Sept 2014, must have GCSE Maths and English Language grades A-C/Level 4 of above
- Have post qualification experience in an Early Years setting