

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Aspiring EEC Leader
Salary Range/Grade:	£9.62 to £10.60 per hour
Hours:	35 hours per week, term time only
Work Base:	The RISE Children's Centre
Reporting To:	Chief Executive Officer
Main Purpose of Job: To plan and deliver the Early Excellence Centre (EEC) curriculum, in line with the Early Years Foundation Stage. To develop highly effective partnerships with parents/carers. To improve parents understanding of how their children learn and develop and their role in the facilitation of social and emotional well-being. To provide support to other Early Years Practitioners in the local area.	
Key Task List: <ol style="list-style-type: none"> 1. To run the curriculum by: <ol style="list-style-type: none"> a) Drawing up long term, medium term and sessional curriculum plans to ensure that each child is working towards the learning outcomes of the Early Years Foundation Stage. b) Monitoring the effectiveness of the implementation of the EEC curriculum. 2. To devise and deliver the daily programme of EEC activities and events. 3. To manage, supervise and lead a team of pre-school assistants (paid and voluntary) by: <ol style="list-style-type: none"> a) Ensuring that the staff are properly deployed. b) Ensuring that they offer appropriate high quality learning opportunities and support to the children. c) Ensuring that the quality of teaching is of the standard required for the children to achieve the learning outcomes of the EYFS. d) Ensuring that the Child Protection and Safeguarding Policy is followed within the EEC. 4. To implement and monitor the effectiveness of a system of observation and record keeping so the children's attainment and progress are effectively and regularly assessed in order to plan their next steps. 5. To organise, and monitor the effectiveness of, the key worker system. 6. To carry out day-to-day administration, record keeping (including completing the daily register, accident and incident forms) and place the purchase order requests for required materials and equipment. 7. To work within the operating budget. 8. To administer first aid where appropriate. 9. To liaise closely with parents/carers by: <ol style="list-style-type: none"> a) Informing them about the EEC and its curriculum. b) Exchanging information about the child's progress. c) Encouraging parents to attend Children's Centre sessions and courses. d) Encouraging the parents and carers to support the child's learning and development away from the EEC. e) Providing data for in-depth studies of children and families. f) Eliciting feedback through questionnaires and suggestion boxes. 10. To maintain close liaison with the Chief Executive Officer, the RISE Trust Trustees, The RISE Outreach Workers and other professionals as necessary. 	

- 11.To carry out all responsibilities and activities within the Equal Opportunities framework.
- 12.To participate in staff appraisals and identify in-service training needs for self and team members.
- 13.To attend in-service training and meetings as required.
- 14.To contribute to and implement all Children's Centre's policies and procedures.
- 15.To develop and maintain manual and computerised record systems and filing systems e.g. EEC files. Close, store and recall of such files and liaise with appropriate agencies as necessary.
- 16.To undertake any other reasonable duties as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plan.
- 17.To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act.
- 18.Safeguarding and promoting children's welfare is a priority in all aspects of the Centre's Service Delivery Plans and any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Minimum Level 3 Early Years qualification and prepared to work towards the completion of an Early Years Degree or Early Years Practitioner Status. Food hygiene certificate.	Early Years Degree or Early Years Practitioner Status. Current First Aid certificate.
Experience/Knowledge	Experience of working in an Early Years setting with some leadership responsibilities. Experienced Early Years Educator.	Early Year's childcare and education experience. Some experience of administration including budget management.
Skills/Abilities	Ability to communicate, verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies such as OFSTED and government regulatory departments. An understanding of and ability to deliver good quality childcare and education. A commitment to Equal Opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children. Ability to manage and lead a team of adults. Ability to work on own initiative.	Able to respond to the changing needs of the Centre.
Personal Qualities	Ability to work under pressure. Flexible approach. Sense of humour. Commitment to Safeguarding and Anti-discriminatory practice. Enthusiastic and motivated. Friendly and patient personality. Work to a high set of principles and professional standards Ability to work as part of a team.	Current driving licence.