



<b>Job Title:</b>	Early Years Officer
<b>Nursery/School:</b>	Parklands Nursery School
<b>Weeks:</b>	39 weeks per year
<b>Hours of work:</b>	Thursday and Friday – 8am – 4pm (Team meeting Tuesday 4pm – 5pm)
<b>Responsible to:</b>	Deputy Head

<b>Role:</b>	Manage the nursery provision within the school.
<b>Purpose of job:</b>	<p>To actively participate and work as part of the nursery school team, to assist managers and teachers in providing education and care for children, aged 0 -5 years, their families and carers.</p> <p>This role involves supporting children, working alongside others and being able to work using initiative and/or under the guidance of the Early Years Teachers. Our ideal person will also be patient, caring and enthusiastic.</p>

**Responsibilities and Accountabilities:**

- To ensure that the standards of teaching and learning in the school are of the highest possible quality.
- To be responsible for a large group of children in our nursery, including planning the learning, resourcing the environment, evaluating learning and record keeping.
- To work alongside EYE's who will support you in the planning, preparation and delivery of learning and development.
- Oversee and provide the planning and delivery of medium-term plans of guided learning and group times to ensure they meet the specific needs of your group of children.
- Undertake home visits to gather information about new children starting.
- Organise, co-ordinate and monitor children's assessments, reports, class dojo, displays that inform parents of children's learning.
- Organise, co-ordinate and monitor home learning methods.
- Organise and plan staff deployment of the provisions and interventions.
- Take responsibility for the review and consistent implementation of key routines.



- Take responsibility for reviewing and maintaining physical environments including continuous provision.
- To be responsible for creating effective and positive relationships with both the children and parents within your key group and across the provision. Taking responsibility for daily communication with parents.
- To be responsible for reading the staff communication and deployment board prior to work and be ready in your work place for your start time.
- To be responsible for communicating with your team about the necessary plans for the provisions, changes to routines and or key messages from parents.
- Oversee and be responsible for parent events being planned for and delivered effectively.
- Report any safeguarding concerns or accidents at home/nursery and be prepared to have conversations with parents or professionals.
- Provide information and guidance to EYE's on the children's developmental needs - support and guide with parent events and home learning plans.
- Take responsibility for keeping up to date with any changes to statutory or non-statutory guidance and procedures for the Early Years sector, this includes Keeping Children Safe, GDPR, Statutory Framework, Development Matters and Birth to Five.
- To work together to form a consistent approach to behaviour management.
- To work as a team member, taking responsibility for maintaining high standards in the organisation and care of resources and equipment.
- To attend, where possible, weekly team and staff meetings, all training days (five per annum) and sessions for parent interviews where appropriate.
- From time to time to assist in supporting students who are involved in education courses or work experience.
- To co-ordinate and deliver visits and outings which extend the curriculum, as well as other social activities which are part of the school's involvement in the community.
- To undertake any other duties and tasks which may be reasonably required.

**Key Worker Responsibilities:**

- To build a positive, professional relationship with the family of each child.
- To share information about the child's progress, development and care needs as required by the school.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- Analyse children's progress and attainment for a group of children - noticing trends, areas of strength and next steps. Implementing this into the provision.



- Complete formal assessments and reports about children's stage of development and achievement – being aware of stages of development.
- Organise and co-ordinate parent consultation meetings to share progress and attainment.

**Health and Safety:**

- To contribute to and implement all nursery policies and procedures, e.g., register and signing out procedures, child protection, accident and incident reporting, health and safety, confidentiality, food safety, setting hygiene etc.
- To ensure that the welfare and safety of children is promoted within the setting and that any child protection/ safeguarding concerns are always appropriately and immediately acted upon in accordance with the school's policies and procedures.
- Maintain the highest level of cleanliness and hygiene in all nursery areas.
- Take shared responsibility for the care, maintenance and security of all equipment and toys within the nursery.

**Continuing Professional Development:**

- To keep your knowledge of current working policies, practices and regulations up to date.
- In conjunction with your line manager, take responsibility for personal professional development, keeping up to date with research, which may lead to improvements in the day-to-day running of the nursery.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence – evaluating and improving own practice.

**Child Protection and Safeguarding**

- To report any cause for concern regarding a child's health or welfare using the CPOM's system and report to DDSL.
- The post holder will have a shared responsibility for the safeguarding of all children. The post holder also has an implicit duty to promote the welfare of all children.
- Promote and implement safeguarding and child protection procedures.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Federation in relation to the post holder's professional responsibilities and duties.



**Foundations for Children**  
Nursery Schools Federation

***Foundations for Children Nursery Schools Federation is committed to safeguarding and promoting the welfare of children, and all staff are expected to share this commitment. You will be expected to report any concerns relating to safeguarding of children in accordance with agreed principles. If your own conduct in relation to safeguarding of children gives cause for concern, the Local Authority's agreed safeguarding procedures will be followed.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***