

JOB DESCRIPTION and PERSON SPECIFICATION

Job title: **NURSERY EDUCATION OFFICER**

Directorate: Fernbank Children's Centre

Reporting to: Room Lead / Children's Centre Manager

Grade: Scale

Purpose of the post:

- To devise and implement planned programmes of activities in line with the Early Years Curriculums to ensure each child has the opportunity to develop to their full potential within a day-care environment. This will include working in partnership with parents and carers, working with staff, team members and liaising with other agencies as required.
 - To be responsible for a group of children.
 - To prepare and present accurate written records for assessment reviews and case conferences as required.
 - To implement health and safety and hygiene regulations.
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Main duties and responsibilities:

- To plan and provide a range of educational and developmental opportunities for children aged 0 to 5 years, ensuring that each child's needs are met.
 - Work with the nursery's Special Educational Needs Coordinator to ensure that children with special educational needs are fully included in all aspects of the nursery curriculum.
 - To take Key-Worker responsibility for a group of children, including planning assessment and record keeping. Write children's reviews and ensure they are prepared within the required timescale.
 - To foster and develop good relationships with parents and carers and to ensure that planning for their children is in partnership with them.
 - To promote and maintain a culturally sensitive environment. To ensure educational and developmental opportunities for children reflect their racial and cultural backgrounds.
 - To actively participate and be responsible for the organisation and implementation of a planned programme of activities which are in line with current legislation (DFES Foundation Stage for Learning and Birth to Three).
 - To help promote understanding of the aims of the centre among the children, their families and the wider community. To support the development of the centre as a community resource.
 - To assist in the Early Years Child Protection Procedures for identifying and monitoring children in need of protection. To assist in the preparation of observational reports for case conferences.
 - To ensure and maintain high professional standards of hygiene. To adhere to health and safety requirements as it relates to the Full Day Care, Guidance to the National Standards.
 - Participate in staff meeting, personal and group supervision, staff training and development days and external training as appropriate.
 - To participate in the development of parents' committee.
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- To be responsible, as directed, for student training, supervision and development.
 - To carry out all responsibilities of the post holder with regard to The Learning Trust's Equality Statement.
 - To work outside normal hours as required with may include accompanying children to a place of safety.
 - Ensure that all services within the postholder's responsibility are provided in accordance with The Learning Trust's policies and commitment to quality services.
 - To carry out other reasonable duties as may be required by the Chief Executive or relevant line manager, commensurate with the function and grade of the post.
 - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job	Nursery Education Officer
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Person Specification

	Essential	Desirable
Qualifications		
1. NNEB, BTEC Childcare and Education, NVQ Childcare and Education level III, DPQS, ADCE, or equivalent	✓	
Experience		
2. Experience of working in an educational childcare environment.	✓	
3. Experience of supporting student training.		✓
4. Experience of working in a culturally diverse environment.	✓	
5. Recording, monitoring, programme planning and report writing in a clear and concise manner.	✓	
6. Experience of providing a broad and balanced curriculum for children 0-5, including those with special educational needs.	✓	
7. Experience of implementing legislation as it relates to day care for young children.	✓	
Knowledge		
8. Knowledge of childcare policy and legislation.	✓	
9. Knowledge of the Early Learning Curriculum programmes and the DFES 'Foundation Stage' and Birth to Three.	✓	
10. Knowledge of requirements for providing an integrated service for children with special educational needs.		✓
11. Knowledge of The Learning Trust's Child Protection Procedures.		✓
12. Knowledge of the Special Educational Needs Code of Practice and how it relates to work with children under five.	✓	
13. Knowledge of health and safety and hygiene standards required.	✓	
14. Knowledge of the Centre and Learning Trust's Equal Opportunities Policy.	✓	
Skills		
15. Ability and commitment to provide non-discriminatory childcare and education.	✓	
16. Ability to implement early learning curriculum programmes effectively and collaboratively.	✓	

17. Ability to prepare and present accurate, written reports.	✓	
18. Ability to liaise with appropriate agencies to achieve an integrated service for children with disabilities and/or special educational needs.		✓
19. Ability to work in partnership with parents.	✓	
General		
20. Ability to implement statutory and Learning Trust policies.	✓	
21. Ability to lift children under five for changing, feeding, comforting, etc.	✓	
22. Ability to implement The Learning Trust's Child Protection Procedures.	✓	
23. Ability to work as part of a team and actively participate as a team member.	✓	
24. Ability to foster good relationships with staff, children and parents/carers.	✓	
25. Ability to implement The Learning Trust's Equal Opportunities Policy.	✓	
26. Must be prepared to work outside normal hours in emergencies.	✓	