**Job Title:** Early Years Officer

**Hours of work:** 37 hours

**Weeks per year:** 52 wks- 25 days holiday plus bank holidays

**Salary**: £24,702-£26,421

**Job description**

Purpose of Job:

* 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, including planning the learning, resourcing the environment, evaluating learning and record keeping.
* To work alongside EYA’s who will support you in the planning, preparation and delivery of learning and development.
* To lead on the planning and provisions of the children with a group of EYA’s and or leaders.
* Oversee and provide the planning and delivery of group times- ensure they meet the specific needs of your group of children.
* Support the leader with the running of the sessions ensure routines are followed and manage the team if the leader is called away.
* Analyse children’s progress and attainment for the group of children- noticing trends, areas of strength and next steps. Implementing this into the provision.
* Make judgements about children’s stage of development- aware of stages of development and identifying SEND.
* Undertake home visits to gather information about children starting
* Complete assessments termly on their development including narrative reports for parents
* Organise and co-coordinate parent consultation meetings to share progress and attainment
* Organise, co-ordinate and monitor record keeping, floor books and displays that inform parents of children’s learning
* Organise and plan staff deployment of the provisions and interventions
* Organise and plan support for any EYPP children in your group
* responsible for the review and consistent implementation of key routines
* Responsible for reviewing and maintaining physical environments including continuous provision and enhancement opportunities
* To be responsible for daily communication with parents- if on late’s to seek feedback from early staff to provide for parents or for 1pm finish.
* To be responsible for creating effective and positive relationships with both the children and parents within your key group and across the provision
* 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 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.
* Be fully aware of vulnerable children within the group and communicate with team of EYA’s on support.
* Provide information and guidance to EYA’s on the children’s developmental needs- support and guide with parent events and home learning plans.
* Follow all School Policies and be able to follow them.
* Responsible 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.