**Job description**

**Job Title:** Early Years Officer

**Hours of work:** 37 hours **52 wk. contract** shift Pattern- early 8-4.15pm, late 9.45-6pm

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 in our specialist provision unit, 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.
* Oversee and provide the planning and delivery of group times and scheduled work time to- ensure they meet the specific needs of your group of children.
* 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
* Undertake home visits to gather information about children starting
* Complete assessments termly on child 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
* 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.
* Provide information and guidance to EYA’s on the children’s developmental needs- support and guide with parent events and home learning plans.
* 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.
* To report any cause for concern regarding a child’s health or welfare using the CPOM’s system and report to DDSL.
* To work as a team member, taking responsibility for maintaining high standards in the organisation and care of resources and equipment.
* To record any accidents to children in the Accident Book, and report this to the child’s keyworker where appropriate, and a Senior member of staff.
* 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 child care/education courses.
* To participate in visits and outings which extend the curriculum, as well as other social activities which are part of the Centre’s involvement in the community.
* To keep your knowledge of current working practices and regulations up to date through CPD.
* To undertake any other duties and tasks which may be reasonably required by the Head of Centre