**Job Description**

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| **Role Title:** | | Interim Early Years Manager | |
| **Reporting to:** | | School Principal | |
| **Purpose of the role:** | | To manage the Early Years setting to provide safe, high quality education and care for early years children and to fulfil legal and statutory requirements, including Ofsted and Bristol Standards. | |
| **Key roles and responsibilities:** | | **1.** To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting’s curriculum; this may include working with external professionals.    2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.    3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.    4. To take responsibility for ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting.    5. To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.    6. To ensure the weekly planning of activities and events is shared on a Rota basis by all staff and supported by the manager    7. To be responsible for implementing our system of observation and record keeping so that children’s progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures    8. To effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs  9.To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.    10. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.    11. To work with the Governing Body in all aspects of the overall running of the pre- school.    12. To continue a good working relationship between the EYFS and the Carmel Ministries team.    13. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.    14. To ensure that Carmel EYFS is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.    15. To liaise with the local authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.    16. To implement any recommendations made following regulatory inspections.    17. To contribute to and to implement all early year’s policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.    18. To support systems for income collection or invoicing are followed.    19. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up-to-date with current good practice.    20. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.    21. To undertake any other reasonable duties as directed by the in accordance with the setting’s business plan/objectives.  22. To ensure all the requirements of the Bristol Standards are met. | |
| **Additional Job Duties:** | | * Liaise with the financial department concerning funding and children’s hrs. Provide her with all the necessary information that she needs. * Keep the principal/Governing Body up to date. * Keep up to date with best practice through attending relevant training, reading appropriate literature and research, and networking with other co-ordinators. | |
| **Key skills and knowledge required** | | * Qualified EYFS Teacher. * To pursue the aims of the school in a positive manner and promote the agreed ethos * To work co-operatively within a whole staff team, and throughout the school, to achieve continuous improvement with constant regard to quality in both learning and teaching * To support the school’s endeavours to meet the needs of its community * To keep all data in a folder until the Ofsted visit, so Ofsted has three to four years of data to evaluate. | |
| **Personal Qualities:** | | * Ability to reflect on professional practice personally and with colleagues in order to develop individually and as a team for the benefit of learners. * Flexibility with a positive outlook! * Good organisational skills. * Commitment to providing high quality education. * Leadership skills. * Self-motivated with the ability to motivate others by support, challenge and example. * Commitment to continuing professional development. * High expectations of the School’s ability to achieve good standards and outstanding achievements. * Ability to self-reflect on own practice. | |
| **Experience:** | | * Proven record of success as a Nursery School teacher * Experience of the Quality Improvement Framework (QIF). * Experience of Bristol Standards. * Experience of Ofsted requirements and inspection. * Development and implementation of the characteristics of effective learning. | |
| **Safeguarding responsibilities:** | | Staff must adhere to the Carmel Christian School’s Safeguarding policies:   * to promote the welfare of children and protect them from harm. * to always act in the child’s best interests and ensure that all reasonable steps are taken to prevent harm coming to a child. * to put safeguards in place to protect and promote the welfare of children. | |
| **Health and safety responsibilities:** | | * to take reasonable care of your own health and safety * to take reasonable care not to put other people – students, fellow employees and members of the public - at risk by what you do or don't do in the course of your work * to co-operate with your employer, making sure you get proper training and that you understand and follow the company's health and safety policies * not to interfere with or misuse anything that's been provided for your health, safety or welfare * to report any injuries you suffer, as a result of doing your job * to tell your employer if something happens that might affect your ability to work, like becoming pregnant or suffering an injury | |