

Early Years Manager/ Team Leader

Job Description

Job Title: Early Years Manager/ Team Leader

Reports to: Directors

Annual Salary: £28,000 to £32,000

Location: Kidderminster

Summary:

To work as part of The World Outside Team providing early learning and childcare in an outdoor setting to children aged 0 to 5 years and up to 12 years during school holidays.

To deliver high quality early learning and childcare through the outdoors and to work with the directors in the running of The World Outside Kindergarten.

To foster an environment that encourages each child's development; continually deliver high standards of outdoor early learning and childcare provision to allow each child to reach their full potential.

To ensure that the provision is of the highest quality and that the service continues to develop and grow.

1. To lead and manage the nursery and its team in a largely outdoor setting, and in line with the vision, mission and values of the World Outside Kindergarten
2. To manage the team on a day to day basis, with all that is involved in the management of individuals and a team, ensuring that very high standards and quality are maintained at all times and that all procedures, policies and processes are up to date, are being implemented and followed
3. When required, assist in the recruitment of team members.
4. Take the lead responsibility for the implementation of the setting's agreed business plan for the management of people, resources and all paperwork and record keeping ensuring it meets the required standard including recording progress and achievement.

5. To ensure the delivery of quality early learning and childcare provision, holiday programmes in the outdoors, modelling good practise and taking opportunities to train and teach colleagues as appropriate.
6. To promote a high-quality environment for every child and to ensure parents and all major stakeholders are well engaged throughout.
7. Work in partnership with the directors, staff and other professionals.
8. Manage staff on a day-day basis and carry out appraisals and target setting with your staff.
9. Develop partnerships with parents, carers and guardians signposting appropriately to meet the needs of the family
10. To liaise with prospective parents to arrange viewings and to provide them with a thorough and positive experience when they do view
11. Promote a happy, caring and welcoming atmosphere for children, parents, staff, volunteers and visitors.
12. To ensure that all records and reporting are regularly kept up to date and are of high quality, including, but not limited to, daily records, children's portfolios, improvement plans and self-evaluations.
13. To implement and monitor the self-assessment and review processes.
14. To take responsibility for the effective business management of the nursery, ensuring record-keeping is timely, well-organised and accurate.
15. To lead the on-going development of the site, and continue to develop the ethos of outdoor learning in all the work of the team
16. To manage the budget and work with the directors and accounting team on producing and using monthly management accounts covering the nursery's operational and financial performance.
17. To promote and embed a culture of continuous improvement within the team and ensure the nursery's continued readiness for successful future inspections from Ofsted and that the nursery is meeting the requirements of the Early Years Foundation Stage. Take the lead in any Ofsted inspections

18. Lead the provision of early years education and childcare to agreed quality standards, reflecting the requirements of the Special Educational Needs and Disability Code of Practice; the Children Act 1989 & 2004; the Early Years Foundation Stage 2014; the Childcare Act 2006; the Equality Act 2010; Health & Safety regulations and all other relevant legislation.
19. To lead the staff team to safeguard and promote the welfare of staff, children and young people. Ensure the staffs are committed to safeguarding and promoting the welfare of children and young people in the setting Ensure that they follow the prescribed policy and procedures to promote a culture of safeguarding continuously within the setting.
20. To take the role of the Special Education Needs and Disabilities Co-ordinator (SENCO)
21. To contribute to the training and support of the team's Modern Apprentice and (if appropriate) to undertake some assessments and independent verification.
22. To prioritise your team's CPD as well as your own.
23. To participate in the World Outside Team meeting, and to contribute to the World Outside's strategic priorities and wider corporate life.
24. To assist and prepare marketing materials and liaise with the marketing team with promoting the business using all forms of media
25. To keep up to date with all developments in early years care and ensure that the World Outside is compliant
26. Carry out regular safety checks of the building area and equipment and ensure that all risk assessments are in place and up to date.
27. Liaise with the landlord on day to day aspects and keep the owners informed on developments
28. To liaise on a regular basis with the owners and keep them informed matters arising
29. Liaise with a range of visiting specialists, such as speech and language therapists or SENCOs.
30. As necessary participate in early learning & childcare events, other events, The World Outside activities and training outside of standard working hours.

31. Represent the organisation at external meetings and events when delegated to do so by the directors
32. To advise the directors, should the need arise with regard to all matters to ensure the safe and successful running of the business.
33. Plan and implementation of special nursery events such as open days

Key Relationships:

Internal

Directors, Team Leader, Senior Practitioner, Outdoor Practitioners, Outdoor Apprentices

External

Children and their families, Childcare Professionals

In Common with all The World Outside employees:

1. To further the aims and objectives of The World Outside.
2. To undertake personal development through active participation in annual work reviews, supervision and identified training (internal or external) as required.
3. To take part in other The World Outside activities where appropriate.
4. To demonstrate commitment to The World Outside ethos, vision, values and work practices.
5. Represent the World Outside, through effective communication with existing and potential parents, by understanding the parent's requirements.
6. If required assist with the preparation of material for marketing of the Kindergarten.
7. Other tasks and responsibilities appropriate to the remit will be expected as required.

8. The World Outside may from time to time require you to undertake additional or other duties as necessary to meet the needs of The World Outside on a short term basis e.g. holiday or sickness cover.