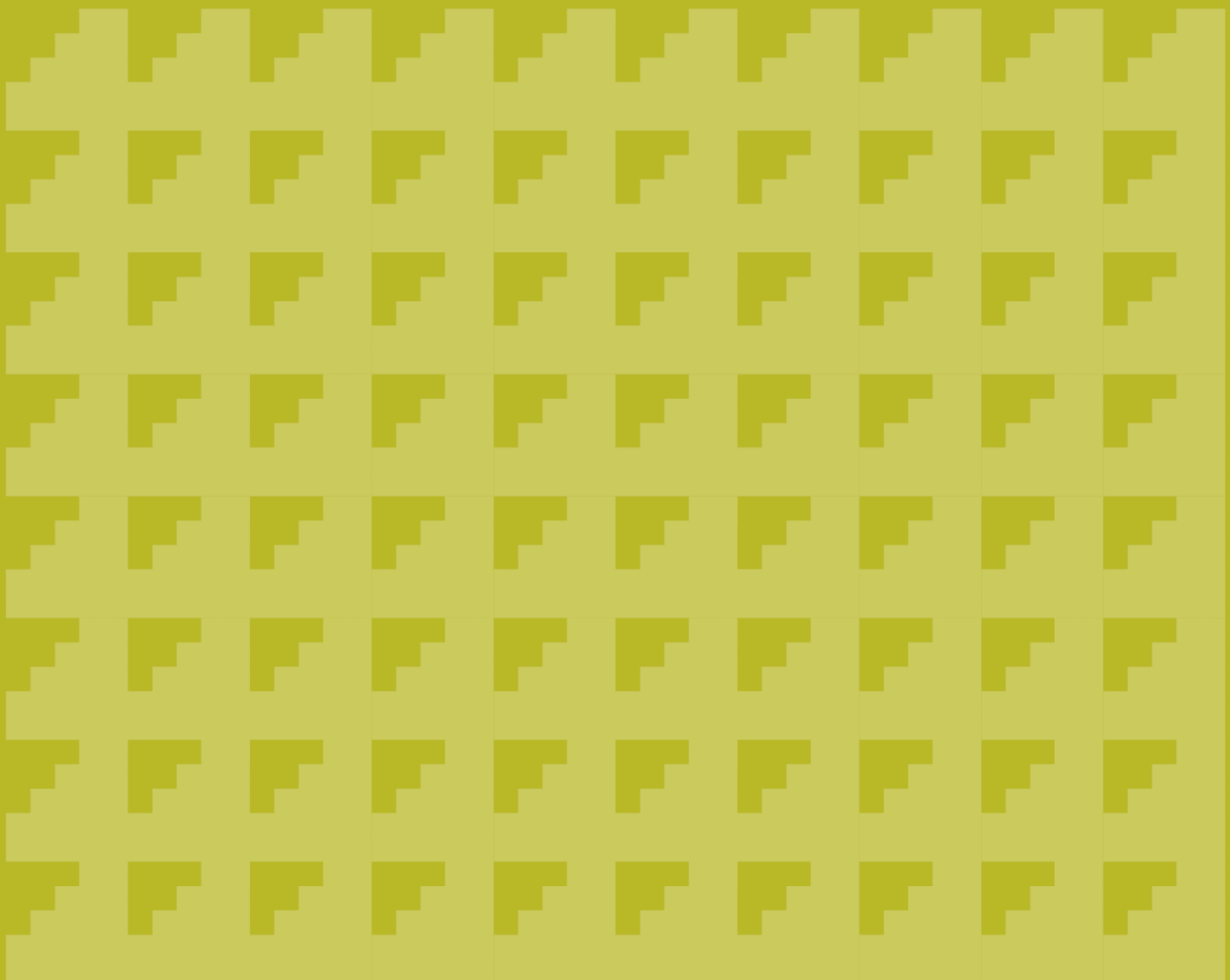


Example Job Descriptions for Careers in the Early Years



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Find out more about the early education and childcare sector by visiting GM Early Education and
Childcare Workforce Campaign - Greater Manchester Combined Authority ([greatermanchester-
ca.gov.uk](http://greatermanchester-ca.gov.uk))

Deputy Manager

Service People Directorate	Reporting to Nursery Manager	Location Local Authority Nurseries	Salary 24,702
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About the role

- To work under the guidance, and deputise in the absence of, the Nursery Manager and use own initiative in the implementation, development, management, organisation and administration of the childcare and early education services provided through the nursery in accordance with statutory requirements, statutory frameworks and all City Council's policies
- To ensure the learning and development needs of all children are met and that the curriculum enables all children to participate, enjoy and achieve in a rich play environment, which fosters their physical, social, emotional and intellectual development. To ensure all children benefit from the delivery of Early Years Foundation Stage whilst providing practical support and modelling good practice
- To support the Nursery Manager in the leadership and management of staff, ensuring effective recruitment, supervision, appraisal, support and training of staff and to deploy staff as appropriate. Take responsibility for the development, appraisals and supervision of staff, apprentices and volunteers at the request of the Nursery Manager.
- To ensure that the building, grounds and equipment that are used for the provision of childcare and early education services are maintained in good repair and that Health and Safety requirements are adhered to and to liaise with city council departments as appropriate to ensure the provision of relevant services.
- To support and share the development of innovative and creative practice, keeping up to date with legislation, theory and policy in new developments, and to aspire to the highest quality of provision and continuous improvement.
- To ensure safeguarding procedures and Early help frameworks are in place, are understood and are implemented.
- To support monitoring systems within the nursery which ensures that staff are able to produce written reports of a high quality which would contribute to the SENCO role, safeguarding and early help reports and children's observations and assessments.

Key outcomes

- To promote an inclusive environment that is warm, secure and welcoming in order to promote the development of individual children, ensuring that they reach their full potential.
- To support staff through supervision and professional reviews to ensure that they consistently offer high quality childcare and that all children are making progress.
- To comply with the statutory duty and meet all welfare requirements and to use the guidance within the EYFS, whilst ensuring that staff deployment is effective.
- Contribute to the communication of important information and the maintenance of factual records the purposes of Safeguarding meetings, SEN reviews and any other relevant meetings.
- To be a good role model to staff and practically support them in the delivery of high-quality childcare.
- To maintain good health and safety practices ensuring that all staff, children and visitors are safe from harm whilst on the nursery premises.
- To contribute to the delivery of the Starting Life Well and Early Help services.
- To work in partnership with other agencies and support with Safeguarding, Early help and SEN processes to achieve positive outcomes for the children and their families.

What we need from you

- Professional relevant qualification in Childcare or Education equivalent to Level 3.
- Minimum of 2 years post qualifying experience of working in an early years setting working with children 0 – 5 years in a supervisory role, including working with babies.
- Live by our values and use them to guide you in how you do your job; being able to hold others accountable for demonstrating our values.
- Skilled communicator – able to effectively communicate verbally and in writing.
- A willingness to work at any establishment in the area, as required, in line with service need.
- Knowledge and understanding of the Early Years Foundation Stage and Child Development.
- Experience of working within Safeguarding and Health and Safety policies and procedures be able to implement policies and procedures.

- Knowledge and understanding of SEN including knowledge of agencies you can refer to.
- Knowledge and ability to plan, provide, monitor and evaluate the delivery of The Early Years Foundation Stage curriculum including the welfare requirements.
- A commitment to undertake and complete training and development.
- Hold current paediatric first aid certificate.
- To carry out your duties with full regard to the Council's Equal Opportunities, Health and Safety and Community Strategy.
- Ability to implement, develop and review services, implementing changes as appropriate.
- Experience in managing budgets and prioritising allocation of resources effectively.

Leadership behaviours

As a values-based leader you will:

- Model the values and embed them in the way your team delivers services.
- Respect and care for others, treating everyone fairly, recognising the importance of ensuring equality of opportunity for all, and listening and acting on the things people say.
- Be honest, taking responsibility for your actions and decisions.
- Use resources that you are trusted with wisely.

To lead and develop people you will:

- Listen to understand, not to defend.
- Give people the freedom to use their initiative.
- Provide opportunities for people to discuss and solve problems and issues.
- Regularly provide coaching and support to others to help them achieve their objectives and potential.
- Appreciate and build on people's strengths.

To create a performance and development culture you will:

- Be visible, inject pace, vigour and purpose.
- Expect high standards; mediocrity is not acceptable.
- Take an evidence and whole system approach in making decisions.
- Maximise technology and models to deliver quicker, easier and better services.
- Have a digital mindset, fully utilising digital systems and solutions to deliver services differently.
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop.

To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services.
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Recognise and values the strengths of people and places, taking a strengths-based approach to make the most of opportunities.
- Support people through change, in undertaking new things, and taking risks.
- Take a place and whole system approach in designing, delivering and leading services.

Early Years Educator Apprentice

Service People Directorate	Reporting to Nursery Manager	Location Local Authority Nurseries	Grade Apprentice
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About the role

- To be part of the provision of high quality care, education and learning to children aged 0-5 years in a Nursery setting.
- Working alongside the Nursery Management, Room Leader and Starting Life Well Team, contribute to the implementation and delivery of the Early Years Foundation Stage.
- Contribute to the development of supportive relationships with children, parent/cares acting as a good role model and setting high expectations for play learning and communication.
- Work directly with children in both individual and group situations and under the supervision and direction of the Nursery Manager and Team Leaders.
- Work with the key person to a group of children to support the children's development by contributing to observation and planning systems to track children's progress and maintain their personal files and Learning Journeys.
- Support partnerships with parents/carers and professionals to provide inclusive Early Years Services framed by relevant policies and legislation.
- Support the EYE Team in maintaining and monitoring children's records, under the supervision of the Team Leaders and the Nursery Manager.
- To learn, implement and understand all nursery policies and procedures and support the EYE Team in putting these into practice including Safeguarding, security and data protection.
- To work in partnership with parents to share learning between home and setting to meet the individual needs of the child.
- To contribute to children's transitions so that they are supported, under the supervision and direction of the Nursery Manager/Deputy Nursery Manager in line with policy.
- Support the EYE Team in liaising and signposting parent/cares to relevant professional and agencies to aid their child's development as necessary.

Key outcomes

- To promote an inclusive environment that is warm, secure and welcoming in order to promote the development of individual children to ensure that children reach their full potential.
- To contribute and support the EYE team in the development of curriculum plans and to support the delivery of individual learning programmes for children in order to achieve high quality educational attainment.
- Under the guidance of the EYE Team, contribute to the communication of important information and the maintenance of factual records the purposes of Safeguarding meetings, SEN reviews and any other relevant meetings.
- Under the guidance and supervision of the EYE Team, attend to children's needs and to promote their independence.
- To comply with the statutory duty and meet all welfare requirements and to use the guidance within the EYFS
- To maintain appropriate cleanliness and hygiene within designated areas of the nursery. Ensuring that equipment is maintained and resources are prepared as necessary.
- To contribute to the delivery of the Starting Life Well and Early Help services.
- To work in partnership with the Children's Centre and other agencies to achieve positive outcomes for the children and their families.
- Actively promote and ensure a safe environment for others.

What we need from you

- Demonstrate respect and caring for others, treating everyone fairly; listening and acting on the things people say.
- Live by our values and use them to guide you in how you do your job; being able to hold others accountable for demonstrating our values.
- Skilled communicator – able to effectively communicate verbally and in writing.
- A passion to work with children to build a bright future for them.
- A commitment to undertake and complete training and development, this will include the EYE Apprenticeship standard to level 3 and Paediatric First Aid.
- To carry out your duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

Level Two Teaching Assistant

Service Children and Young People	Reporting to Team Lead	Location Onsite	Grade £ 25,183
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About the Role

We are seeking to appoint three committed, caring and dedicated L2 Teaching Assistants to work with pupils to support needs as identified in their EHC Plan. You will need to be confident and supportive with strong behaviour management and have excellent nurturing skills in order to provide the extra motivation to inspire them to reach their goals.

Our key values are teamwork, trust, love, respect, forgiveness, equality, care and joy.

What we need from you

- Able to join a committed team of professionals who want the best for all our pupils.
- Recent experience of working within KS2.
- Knowledge and understanding of working with children with SEND.
- Have excellent communication and interaction skills in order to provide effective support.
- Be required to attach high expectations to empathy and care.
- Be calm and supportive.
- Be able to form strong and professional working relationships with parents and carers, colleagues and other professionals.
- Possess a L2 qualification or equivalent.

Level Two Teaching Assistant (Private Day Nursery)

Service Children and Young People	Reporting to Team Lead	Location Onsite	Grade £ 24,000
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About the Role

We are seeking a dedicated and passionate nursery practitioner to join our team. This is an exciting opportunity for someone who loves working with children and wants to make a positive impact on their early development. Duties will include:

- Creating a safe and nurturing environment for children in nursery.
- Planning and implementing age-appropriate activities to stimulate learning and development.
- Observing children and planning their next steps of development.
- Ensuring the nursery is clean, organized and meets health and safety standards.
- Fostering positive relationships with children, parents and colleagues.

What we need from you

- Minimum of 1 year experience of working in a nursery or similar childcare setting.
- Relevant qualification in Early Childhood Education or equivalent.
- Good Knowledge of child development.
- Excellent communication skills, both verbal and written.
- Ability to work well in a team and collaborate effectively with colleague.

Passion for working with children and supporting their growth and development.

Level Three Practitioner (Private Day Nursery)

Service Children and Young People	Reporting to Team Lead	Location Onsite	Grade £11.50 per hour
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About the Role

Duties include:

- Plan exciting environments for children
- Observe children
- In the moment planning to aid children's development
- Know what your intention is for the children, consider how you will implement your teaching and measure the impact your teaching has had on the child.

What we need from you

- Diploma of Higher Education (Preferred)
- Nursery: 2 years (Preferred)
- Nursery experience: 1 year (preferred)