

Job Profile Information: Senior Educator

This supplementary information for *Senior Educator* is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To provide high quality integrated care and education, effective leadership, management in the class rooms and centre that leads to the best outcomes for children and their families.

Example outcomes or objectives that this role will deliver:

- Key first point of contact to a group of children carrying out observations, assessment, recording children's achievements and maintaining developmental records to a high standard.
- A good role model for best practice and behaviours
- A member of the Senior Leadership Team and undertake specific responsibilities as directed by the Head of Nursery.

To Lead on:

- The planning, implementation, delivery and evaluation of the curriculum in the class room for children under 5 years
- Gathering the data on children's progress in the room
- Monitoring the record keeping in the class room and ensuring that it tracks development and progress of individual children and to alert the Head and SENCo if any action needs to be taken.

To:

- Implement centre policies and procedures.
- Safeguard children and their emotional wellbeing
- Coordinate, daily, weekly and termly planning meetings that meet the individual needs and interests of the children.

- Have an overview of all the children's records, progress and achievements in their class room.
- Offer advice and support to colleagues on curriculum issues.
- Organise non-contact time and daily rotas.
- Take a key role in the ordering of resources and equipment that meets children's developmental needs and curriculum requirements.
- In the absence of the Head and Deputy to take full management responsibility for nursery.

People Management Responsibilities:

- *Leading and managing a team – up to 8 team members*
- *Effective deployment of staff and resources*
- *Providing support for the Childcare staff and students*
- *Responsibility for the delivery of the EYFS*
- *Active member of the senior management team*
- *Attend any relevant meetings*

Relationships;

- Children, Parents/carers and members of the public
- Colleagues across Integrated Early Years
- Other professionals/outside agencies/schools/other settings/other community groups

Work Environment:

- Busy and lively early years setting with changing priorities
- Classroom based
- Occasionally office based
- Meetings on and off site
- Required to make home visits
- Working on shift basis 8.00am – 6.00pm (shifts from 08:00 - 16:00 OR 09:00 – 17:00)
- Working all year round

Technical Knowledge and Experience:

- An excellent understanding of the EYFS (2017)
- Good ICT skills, proficient in Microsoft word
- Experience of leading and managing a team
- To have at least 3 years' experience of working directly with children

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>