



Job Description

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| Job Title: | Curriculum & Safeguarding Lead | Date Reviewed: June 2019 |
| Reports to: | Nursery Manager | |
| Principally relates to: | Nursery Manager, Strategic Lead: Play & Early Years, Policy and Compliance Lead (Deputy Manager), Funding & Finance Lead, HR, Lead Practitioners, nursery staff, external agencies and advisers, parents/carers | |
| Purpose of the role: | To lead on the development, implementation and monitoring of curriculum content, ensuring that Eureka! is delivering to Early Years standards and promotes best practice. To lead on Nursery Safeguarding matters and be the point of contact for external agencies and primary contact for staff, parents and carers on safeguarding matters. | |

Main areas of responsibility

Curriculum development and learning

- Lead on the implementation and delivery of the Early Years Foundation Stage by advising the Nursery Manager on curriculum content and working directly with practitioners, children and families.
- Inspire and motivate practitioners to deliver great content and liaise with other professionals from within and beyond the setting.
- Consistently promote the rights of the child, have regard to and endeavour to meet the aims of the Every Child Matters framework, relevant government legislation and policies that support children in their early years.
- Support the Nursery Manager in ensuring that the setting offers a rich and effective play-based environment for all children through the use of a variety of informed observations and other strategies to record children's development and progress systematically.
- Assist in the development and implementation of systems to monitor, assess and record child development.

Safeguarding

- Liaise with the Policy and Compliance Lead to ensure the safeguarding/child protection policies and procedures are reviewed and up-dated at least annually, and that any changes during the year are incorporated into policies, procedures and practice with staff fully informed.
- Ensure new staff receive safeguarding induction and regular refreshers are held for all staff
- Ensure that safeguarding policies and procedures are available to parents/carers.
- Be available to support nursery staff on child welfare and child protection matters
- Make appropriate assessments of children's needs in order to ensure that accurate and timely referrals are made. Participate as and when required in external safeguarding meetings.
- Ensure that case notes are accurately maintained, staff informed of required actions on a need to know basis and that records are stored in a safe and confidential manner at all times.
- Attend and participate in Safeguarding Conference and related meetings, working closely with Children's Social Services and other external agencies as required.

Leadership and Support

- Support and mentor nursery staff/trainees in the skills and behaviours that safeguard and promote positive outcomes for children.
- Ensure that practitioners are able to identify and acknowledge children's different learning styles and offer support (which is gradually reduced) to enable the child to develop confidently and independently.



- Promote the view amongst staff that children are independent thinkers who are rich in potential and who can act for themselves.
- Working closely with nursery staff to ensure that children are provided with opportunities to create their own learning and reflect upon their experiences with others.
- Ensure all children are able to access a healthy balance of child and adult initiated activities, remove barriers to participation and enable them to take measured and calculated risks by setting their own safety limits.
- Support practitioners in acknowledging the various influences and transitions experienced by a child both inside and outside the nursery. Liaise with local schools and other settings as appropriate.

Continuing Professional Development

- To undertake all mandatory training as necessary and continually refresh knowledge and expertise.
- Keep abreast of developments on Curriculum and Safeguarding matters, sharing knowledge and best practice with colleagues.
- Contribute to the professional blogs on the Eureka! website. Network with other early years professionals to share good practice within the locality and beyond.
- Promote the Nursery as a high-quality provider and Centre of Excellence.
- Develop and deliver training as required to colleagues and external professionals.

General

- Participate in the management rota, providing cover as needed to ensure adequate supervisory presence.
- Provide cover and care at short notice in the event of unforeseen circumstances, e.g. uncollected child, in order to maintain adequate staffing levels.
- At all times to act as an ambassador for the nursery and to maintain its reputation as a centre of excellence.
- Any other duties as may reasonably be expected of this position.

Policies and procedures

- Recommend and contribute to the development of policies and procedures within the nursery.
- Be the go-to person on Nursery Safeguarding policies and procedures, ensuring that they are reviewed on a regular basis, liaising with other Safeguarding personnel as appropriate.
- Ensure that nursery staff are kept informed of and implement safeguarding policies effectively.

Health and safety

- Observe all health and safety procedures so that risks to the health and safety of children, staff and visitors are minimised.
- When providing cover, ensure that high standards of hygiene and cleanliness are maintained within the room and conduct regular inspections as required.
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Special features

- Working some evenings will be required e.g. staff meetings, parents' evenings, training.
- Providing cover and care at short notice in the event of unforeseen circumstances, e.g. uncollected child, maintain ratios etc.
- Appointment is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and Disqualification by Association disclosure.



Details of Education required, and qualifications needed

- Achieved or undertaking a graduate pathway in Early Years.
- Safeguarding accreditation/qualification

Details of special skills/experience/aptitudes needed

- A thorough understanding of the Early Years Curriculum and related OFSTED requirements
- A successful track record of promoting outstanding delivery
- Excellent interpersonal skills which engender confidence, promote collaboration and foster commitment to the nursery's objectives
- A thorough understanding of Safeguarding considerations and needs, confident in dealing with potentially challenging situations involving internal and external parties
- High level of tact, diplomacy and discretion
- Self-starter, ability to drive initiatives through in a collaborative and supportive manner
- Strong organisational skills and ability to monitor/evaluate