

## Howgill Family Centre

### Howgill Early Years Setting Manager Role Profile

<b>JOB TITLE:</b>	Howgill Early Years Setting Manager
<b>LOCATION:</b>	Birks Road Cleator Moor CA25 5HR
<b>REPORTS TO:</b>	Howgill Manager
<b>RESPONSIBLE TO:</b>	Board of Trustees

#### **Purpose of the role**

Provide professional leadership and management of the Early Years setting, managing the setting day-to-day and ensure the delivery of high standards of care and education in accordance with Howgill's policies and procedures and Ofsted requirements.

#### **Key responsibilities:**

The Early Years Setting Manager plays a crucial role in the operational delivery of Howgill's Early Years Foundation Stage provision. The Setting Manager is responsible for the safe and highly effective delivery of Early Years care and education and will work to make certain that provision meets the needs of the children. The Setting Manager will lead and support Early Years staff to enable them to continuously improve the quality of the Early Years Foundation Stage provision.

- To plan, organise and maintain an enabling environment appropriate to the developmental needs and interests of all of the children whatever they may be
- To ensure the safeguarding and welfare of every child so that they are kept safe and their welfare is promoted
- Provide first-line management to the setting practitioners and be the lead professional for all staff and resources required to successfully deliver Early Years care and education
- Lead a team, through the appropriate delegation of Ofsted's required roles, to ensure the safe, compliant, and quality assured delivery of the Statutory Framework for the Early Years Foundation Stage, providing a stimulating environment in which children are encouraged to thrive, achieve, socialise and develop their full potential
- Work in partnership with the other Setting Managers to ensure consistency and quality of curriculum planning and delivery
- On behalf of the Board of Trustees, and in partnership with the Howgill Manager and Cumbria County Council Early Years Team, work to secure and sustain Ofsted registration, providing a high-quality service which includes full readiness for Ofsted inspections and timely completion of Ofsted post-inspection recommendations
- Ensure that all Early Years employees implement Howgill's policies and procedures and Ofsted requirements, to ensure the safety and well-being of the children (and other users) in the settings at all times
- Take on the role of Designated Safeguarding Lead (DSL) for the setting

- In partnership with the Howgill Manager ensure that national and local policies and procedures are in place, with particular focus on health and safety and human resources
- To work alongside the Howgill Manager to ensure the safe recruitment, selection and induction of employees, students, apprentices and volunteers
- Support and develop the Early Years team ensuring equality of access to high quality continuous professional development
- Be responsible for the management of the team ensuring effective communication and planning which focuses on support and training whilst also dealing with performance, conduct, wellbeing and absence issues
- Be responsible for the performance management of staff, setting appropriate targets and ensuring individual and team targets are fed into the organisation's strategic planning
- In partnership with the Howgill Manager, be involved in effective marketing of the childcare setting ensuring that the setting is operating efficiently in order to maintain a sustainable business
- Ensure the delivery of high quality, inclusive learning opportunities for children by using effective planning strategies
- To keep clear records of curriculum planning and to keep up to date profiles of children's development and progress, working in partnership with parents and/or carers and other members of staff
- Adopt, use and oversee appropriate assessment systems to assess children's level of development and ensure this information is used to plan for children's learning effectively
- Promote equality of opportunity through teaching and assessment, ensuring the prompt identification of those children who need the provision of additional support
- Review and manage both individual and cohort progress data
- Establish and maintain positive relationships with children and their families in a way that values parental involvement
- Develop and maintain good working relationships with colleagues from other professional agencies and local schools to achieve the highest positive outcomes for children and their families
- To manage a team of staff to meet the requirements of the setting, including a Key Person system
- Be the key person for a small number of children to ensure that every child's care is tailored to meet individual and developmental records. As a key person you will take responsibility for the observation, record keeping and planning relating to the progress, learning opportunities and development of your key children
- In partnership with the Howgill Manager and finance team, manage administrative duties including local authority funding, invoicing and preparation of data for the Early Years team and the local authority, ensuring that deadlines are adhered to
- To work in partnership with Early Years project staff ensuring they are able to fulfil all the requirements necessary to successfully deliver the terms of project funding
- To undertake such other duties, training and/or hours of work that may be reasonably required and which are consistent with the general level of responsibility of the job.
- The role is to be split with working alongside the Early Years Team for 25 hours and 10 hours administrative work.



This post is subject to a criminal record check under the arrangements set out in Howgill's Disclosure and Barring Service (DBS) Policy.

Howgill Family Centre reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with Howgill's Equality Policy.