**Name of Employer**: Play Together Sawicka Ltd

**Address of Employer:** 172 Rosan Glas, Galway

**Job Title**

 **Early Years Educator (assistant)**

**Job Purpose**: To assist in the day-to-day runningof the playgroup.

**Accountable to:**The room leader, supervisor andmanagement.

**Key Areas of work:**

1. To assist the leader in providing childcare service to children.
2. To implement the curriculum of the pre-school alongside the leader.
3. Assist the leader in planning the daily/weekly routines and activities.
4. To provide a safe environment where children can access play opportunities.
5. To play an active role in the day to day running of the playgroup and become involved in programme planning
6. To plan activities for children – extension to their interests
7. To assist the play leader in encouraging parental involvement, networking and help in all record keeping on a daily and weekly basis.
8. To set up and assist in clearing away and deciding upon play activities for the day and becoming part responsible for the care and maintenance of all equipment ensuring it meets Health and Safety Standards.
9. To provide opportunities for the children that will aid a child’s physical, emotional, linguistic and intellectual development.
10. Observe children and record observations
11. To undertake in any training as considered necessary by management.
12. To attend and participate in every team meetings.
13. Participate in relevant training as requested by leader and/or management and also from your own initiative.
14. Participate in quality improvement initiatives such as Siolta National Quality Framework alongside the leader and other staff.
15. Familiarise yourself with and follow the policies and procedures and written records of the service.
16. Familiarise yourself with the Pre-School Inspection Guidelines 2016, tusla inspection tool 2016 and Quality and Regulatory Framework
17. Be aware of the Behaviour Policy of the service and follow this.
18. Participate in support and supervision with leader, supervisor and management
19. Respect the principle of confidentiality at all times regarding the children, their families and other staff.
20. Familiarise yourself with and follow the procedures outlined in the Children First Guidelines for the Protection and Welfare of Children 1999 in relation to child protection concerns.
21. Report any child protection concerns to leader/designated child protection officer.
22. Identify and bring to the attention of the leader any health and safety concerns you have.
23. Any other duties that may be assigned by supervisor or management.

**Name and Address of Employer: Play Together Sawicka Ltd**

**Location of work:**  **172 Rosan Glas, Rahoon Rd**

**Job title**:

**Early Years Lead Educator (Room leader)**

**Reports to:** **Supervisor/Management**

**Overall Purpose of Job:**

The  room  leader  will  be responsible for the efficient running of the playgroup on a day to day basis. He/She will provide a safe, stimulating and child centred environment to ensure that all children’s developmental needs are being met. The leader will be part of a team and your working relationships will be with playgroup assistant. Partnership with parents is expected. The leader will be accountable to the supervisor and management.

**Key areas of work**

Room leader is responsible for:

**Welfare & Development of the Child.**

1. The leader is responsible for the overall safety and welfare of the children.
2. Work directly with children accessing the service.
3. Ensure that the Children First Guidelines are being followed in relation to child protection concerns.
4. Understand the role and function of the child protection Designated Officer.
5. The leader in conjunction with staff should formulate a daily routine for the children which offer a wide variety of play activities. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child.
6. The leader should ensure that the room(s) is set up before each session and tidied up at the end in accordance with daily routine plans and activities.
7. Ensure a file is kept on each child including details such as contact details for parents/guardians, medical issues, allergies, dietary requirements and any other relevant information. A separate file should be kept on child observations regarding child’s development, behaviour and progress. Observations might be stored on the tablet.
8. Ensure that regular observations are carried out on each child and that appropriate notes are kept.
9. Ensure that the appropriate curriculum is being implemented: play based curriculum + elements of Montessori
10. Ensure that infringements outlined in the Pre-School Inspection report are followed up and rectified (liaise with supervisor/management).
11. Ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children.
12. Participate in Siolta National Quality Framework to continuously aim to improve the quality of the service. This will be done with other staff members with support from the management.

**Financial/Administrative:**

1. The selection  of suitable and appropriate materials/equipment within assigned budget.
2. Giving to the parents: the receipts/ contacts to sign/ other documents on management request

**Health & Safety:**

1. Ensure that the service is operating to the standard and above of the Pre-School Regulations 2016.
2. Ensure that the room first aid box is always stocked up.
3. Be aware of the Health and Safety at Work Act 2005 and its contents.
4. Ensure that the environment is safe and free from hazardous conditions for both the children and other staff members.
5. Record any incidents/accidents that happen in the setting.
6. Ensure that management is informed of possible health and safety concerns for them to rectify.
7. Know who the Safety officer is.
8. Ensure that the services safety statement is on display at all times.

**Communication:**

1. §  Ensure parents are updated regarding child’s progress.
2. §  Involve parents as much as possible in activities/events within playschool
3. Ensure parents are fully informed of services policies and any developments.
4. Participate in each staff meeting
5. The leader should meet with either staff supervisor or management.
6. The leader should understand that the manager is his/her employer and that they can dictate basic policies, rules, fees etc. Management and supervisor works for manager/owner and they can dictate the rules on owner behalf.
7. The leader should be aware of and understand the relationship between management; he/she should know who is responsible for what.
8. The leader will work as part of a team.

**Leadership:**

1. Ensure that all staff members (assistants, volunteers, students) follow all policies and procedures.
2. Supervision of volunteers and students on placement.
3. Conduct support for staff.

**Training & Personal Development:**

1. Renew/update child protection training when certificate has expired.
2. The leader must demonstrate a commitment to ongoing professional development –attending training, events, seminars etc at the request of management and also by your own initiative. This training may take place out of hours and an allowance may be available from the management depending on available funding. You may at times however have to fund training yourself.

**Other duties:**

Any other duties that may be assigned by the management.

**The following records should be kept:**

1. Daily record of attendance.
2. Emergency contact details for each child.
3. Accident/incident book.
4. Daily/Weekly plan of activities.
5. Notes of child development and observations.
6. Sleeping record
7. Nappy changing record
8. Meals record
9. Staff communication notebook/whatsapp group/notice board
10. Risk assessments – daily checklist
11. Cleaning /disinfection check list
12. Broken toys list

**Playgroup leader is responsible to inform/report to the management about:**

1. Any complaints received from parents regarding staff members or service.
2. Any concerns regarding safety of premises or equipment etc.
3. Difficulties/conflicts between staff that have been unresolved.
4. Repairs/replacements of equipment.
5. Submit a monthly report to management – can be verbal
6. Liaise with staff supervisor at least once a month.
7. Participate in support and supervision with management member every two months or with the manager.

**Name and Address of Employer: Play Together Sawicka Ltd**

**Location of work: 172 Rosan Glas, Rahoon Rd**

**Job title**:

**Room Leader & deputy manager**

**Reports to:** owner

**Overall Purpose of Job:**

The  playgroup  leader  will  be responsible for the efficient running of the playgroup on a day to day basis. He/She will provide a safe, stimulating and child centred environment to ensure that all children’s developmental needs are being met. The leader will be part of a team and your working relationships will be with two playgroup assistants. Partnership with parents is expected. The leader will be accountable to the management.

**Key areas of work**

Playgroup leader is responsible for:

**Welfare & Development of the Child.**

1. The leader is responsible for the overall safety and welfare of the children.
2. Work directly with children accessing the service.
3. Ensure that the Children First Guidelines are being followed in relation to child protection concerns.
4. Understand the role and function of the child protection Designated Officer.
5. The leader in conjunction with staff should formulate a daily routine for the children which offer a wide variety of play activities. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child.
6. The leader should ensure that the room(s) is set up before each session and tidied up at the end in accordance with daily routine plans and activities.
7. Ensure a file is kept on each child including details such as contact details for parents/guardians, medical issues, allergies, dietary requirements and any other relevant information. A separate file should be kept on child observations regarding child’s development, behaviour and progress. Observations might be stored on the tablet.
8. Ensure that regular observations are carried out on each child and that appropriate notes are kept.
9. Ensure that the appropriate curriculum is being implemented: play based curriculum + elements of Montessori
10. Ensure that infringements outlined in the Pre-School Inspection report are followed up and rectified (liaise with manager).
11. Ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children.
12. Participate in Siolta National Quality Framework to continuously aim to improve the quality of the service. This will be done with other staff members with support from the management.

**Health & Safety:**

1. Ensure that the service is operating to the standard and above of the Pre-School Regulations 2016.
2. Ensure that the main first aid box is always stocked up.
3. Be aware of the Health and Safety at Work Act 2005 and its contents.
4. Ensure that the environment is safe and free from hazardous conditions for both the children and other staff members.
5. Record any incidents/accidents that happen in the setting.
6. Ensure that manager is informed of possible health and safety concerns for them to rectify.
7. Know who the Safety officer is.
8. Ensure that the services safety statement is on display at all times.

**Communication:**

1. Ensure parents are updated regarding child’s progress.
2. Involve parents as much as possible in activities/events within creche
3. Ensure parents are fully informed of services policies and any developments.
4. Participate in each staff meeting / organize staff meetings on regular basis
5. The leader/deputy manager should meet with full management team once a month
6. The leader/deputy manager should understand that manager/owner is his/her employer and that she can dictate basic policies, rules, fees etc.
7. The leader/deputy manager should be aware of and understand the relationship between management; he/she should know who is responsible for what.
8. The leader/deputy manager will work as part of a team.

**Leadership & Management:**

1. Ensure that all staff members follow all policies and procedures.
2. Supervision  staff , volunteers and students on placement.
3. Review, update and further develop policies and procedures in conjunction with management and the staff annually and more often if required.
4. Conduct support and supervision for staff
5. Organise staff rota
6. Operate an annual leave and training request system for staff
7. Supervise kitchen staff, keep all the kitchen records updated, respond to any reports after kitchen inspection
8. Keep all the files updated and ready for inspectors from Tusla, Pobal, Fire Officer, etc

**Training & Personal Development:**

1. Renew/update first aid responder (FAR) and child protection training when certificate has expired.
2. The leader must demonstrate a commitment to ongoing professional development –attending training, events, seminars etc at the request of management and also by your own initiative. This training may take place out of hours and an allowance may be available from the management depending on available funding. You may at times however have to fund training yourself.

**Other duties:**

Any other duties that may be assigned by the owner.

**The following records should be kept:**

1. Daily record of attendance.
2. Emergency contact details for each child.
3. Accident/incident book.
4. Medication record + consent forms
5. Waiting list.
6. Fire drills.
7. Risk assessment checklists
8. Daily/Weekly plan of activities.
9. Price list
10. Notes of child development and observations.
11. DCYA  file:  Fees contracts, policy, calendars.
12. Staff rota.
13. Insurance details.
14. Holiday planner
15. Observation planner
16. Minutes from staff meetings.
17. Minutes and notes from support & supervision sessions.
18. Laundry record

**Room leader/deputy manager is responsible to inform/report to owner about:**

1. Any complaints received from parents regarding staff members or service.
2. Any concerns regarding safety of premises or equipment etc.
3. Difficulties/conflicts between staff that have been unresolved.
4. Repairs/replacements of equipment.
5. Submit a monthly report to the manager.
6. Liaise with staff supervisor once a month.
7. Participate in support and supervision with the manager every two months.