

JOB DESCRIPTION: Head of Early Years

SALARY: Inner London H6 – H10 (£48,500 - £55,550) depending on qualifications and experience

HOURS: Your normal working week is 5 days per week, Monday to Friday. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Chief Executive Officer and to attend evening meetings as required. In addition, you will be eligible for a one-hour lunch break which will not count towards your working hours.

Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.

REPORTS TO: Director of Education, BeyondAutism

LOCATION: 18 Blyth Road, Bromley, BR1 3RX (with a requirement to travel as needed)

HOLIDAY: 25 days plus bank holidays

PROBATIONARY PERIOD: Six months

SICK PAY: In accordance with the BeyondAutism sickness absence policy

OTHER BENEFITS: Pension: 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase, Eyecare Vouchers,

[About BeyondAutism](#)

BeyondAutism is a charity dedicated to ensuring every child and young adult with autism accesses an education which empowers a life full of choice, independence and opportunity. We do this through positive educational experiences, training for the people who work with them and support for their families and carers.

We run outstanding educational services for children and young adults with autism aged 15 months to 25 years as well as providing Outreach and Training services for parents, carers and professionals. Our Research and Learning hub is a conduit for sharing great practice, for problem solving through research and for inspiring learning across the globe.

[The Early Years' Service](#)

The Early Years' Group supports families and empowers parents/carers to be more confident in their own and their child's ability. It is for children aged 15 months up to 5 years. The service runs from Wednesday through to Friday.

We offer a flexible approach, with attendance designed to fit around the timetable and goals of each family. Children attend with their parents or carers so that the team can work with them on the child's communication and engagement and adults can learn skills and techniques to apply at home.

We focus on creating positive outcomes in social, emotional, cognitive and speech development – all tailored to the needs of the individual child and family. Our teaching is structured, with multiple learning opportunities embedded in play. Our methodology is underpinned by ABA, with elements of the Early Start Denver Model – evidence-based approaches that individualise teaching techniques around the needs and preferences of each child.

Our dedicated, multidisciplinary team – comprising of a qualified Behaviour Analyst, Speech Language and Communication Needs Teacher and ABA Tutors – enables us to offer parents support in understanding all areas of their child's development.

We tailor teaching to the individual needs of the children and families that attend our service based on their goals and aspirations.

The Nursery

The nursery is a specialist early education nursery provision for children with special educational needs aged 2-5 years and is currently in a pilot phase. The nursery is open from 9.30am until 4pm every Monday and Tuesday during term time (38 weeks per year) and currently have spaces for up to 15 children.

We are passionate about providing the best opportunities for every child attending BeyondAutism Nursery by understanding each individual's needs, nurturing their strengths, and developing their confidence. We work with parents, and educational, health and social care professionals to prepare each child for school, so they can access and enjoy learning and live the life they choose. All of the children attending BeyondAutism Nursery will have social communication difficulties, and developmental delays and they may or may not have an official autism diagnosis. Guided by Behaviour Analysis and using a play-based total communication approach, we use our assessment-based curriculum to meet each child's individual needs and support their approaches to learning. Our curriculum is broad and balanced and combines evidence-based interventions with the requirements set out in the Early Years Statutory Framework (2021) and Development Matters (non-statutory curriculum guidance). It can be accessed by all children regardless of ability, religion, culture, or age. Our planning ensures that children take part in activities that are meaningful and engaging.

Core Purpose of the Job

The role of Head of Early Years is to provide professional leadership and management of the nursery/Early Years and its staff, and to successfully manage the day-to-day running of the Early Years services and deliver high-quality standards of care and education for all children.

The post holder is responsible for leading and managing the Early Years' Service, and for developing the model in new areas, extending our reach beyond London.

S/he will work closely with the CEO, the Heads of Services, the Senior Management Team and the wider charity team to ensure our services stay true to our values.

Please find below the person spec for the Head of Early Years

Education & Qualifications

- At least 5 years' experience working in an EYFS setting
- Proven experience working in management in EYFS setting as a senior member of staff
- NNEB, CACHE Level 3, NVQ Level 3 or equivalent
- Extensive knowledge of the EYFS and of high quality early years' practice including statutory

Essential Requirements

- Knowledge of and commitment to child protection, health and safety, equal opportunities and SEN/Inclusion
- Safeguarding certified
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Enhanced DBS Police Check

Essential Experience/ Knowledge

- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.
- Experience of working with or caring for children ideally in a variety of early years' settings.
- Experience of working as a key worker for a group of children and their families.
- Knowledge and proven practical experience of implementing good quality learning opportunities.
- Commitment to equal opportunities and understanding of religious and cultural diversity.

Skills & Attributes

- Be responsible, patient and approachable, with a caring personality
- Good numeracy and literacy skills
- Excellent verbal and communication skills with staff, children and parents

- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to write detailed reports and keep clear and accurate records
- Ability to lead a team, manage effectively and efficiently upholding positive working relationships and an effective mentor.
- Ability to observe, assess and report on children's behaviour
- Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality.
- High level of initiative and creativity
- Ability to plan, devise and develop systems of work
- Empathy and understanding of children under five
- Good IT skills
- Reliable, enthusiastic, and flexible
- Ability to create and implement basic systems for child records.
- Ability to manage budgets effectively
- Experience of administering free entitlement funding and payment processes Ø Experience of marketing and admissions processes

Desirable Criteria

- QTS/Degree- level educated
- Strategic development experience
- Understanding and experience of working within the charity sector
- Financial management experience
- Experience of leading and supporting a team
- Safer recruitment training
- Paediatric First Aid & Food Hygiene Training

Key Responsibilities

- Adhere to all company policies and procedures
- Ensure that all company policies and procedures are adhered to by all staff
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure appropriate planning and assessment is in place and is accurately maintained by all staff
- Support the development of good practice in relation to special educational needs and inclusion
- Provide leadership and support to all staff to enable them to establish and maintain professional positive working relationships with both colleagues, parents and carers
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures
- Develop and maintain professional working relationships with relevant outside agencies
- Create and maintain a culture of self-evaluation and reflective practice throughout the nursery
- Proactively promote and represent the nursery to current and potential

- parents/customers including in the wider community
- Adhere to all health and safety policies and procedures and be responsible for ensuring all staff receive health and safety training
- Be responsible for ensuring the nursery remains compliant in respect of suitably trained and vetted staff with relevant qualifications
- Recruit, induct, support, train and appraise all staff to deliver high quality childcare practice
- Identify, address and support individual training needs and self-development such as supervisions and appraisals
- Be responsible for making sure all complaints/concerns are actively resolved in a timely manner
- Manage staff and running costs
- Facilitate inspections by regulatory bodies and implement any recommendations
- Be responsible for all administrative duties associated with the nursery, including maintaining children's records, ordering equipment and keeping personnel files
- Undertake any other duties as reasonably requested by line manager

Other Duties and Responsibilities

- To participate in staff training as required.
- To participate in Continuing Professional Development with particular reference to autism and behaviour analysis.
- To attend team and staff meetings.
- To undertake any other duties consistent with this role as reasonably directed by the CEO.