

Finglas Childcare: Lead Early Years Care & Education Practitioner **(<https://www.activelink.ie/node/114281>)**



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Position: Lead Early Years Care & Education Practitioner

Setting: Finglas Childcare CLG.

Reports To: Management Team

DUTIES AND RESPONSIBILITIES –

Main Job Description:

- To lead the planning and implementation of a HighScope Programme that is age –appropriate and stimulating, which will enhance the child's natural growth and development based on Síolta, the National Quality Framework for Early Childhood Education and Aistear the National Curriculum Framework.
- To guide, observe, stimulate and supervise children in a safe and caring environment
- To manage and work in close co-operation with the other staff
- To ensure the safety, security and the well- being of all the children in the service
- To ensure all quality and safety standards are maintained in the centre at all times: including ensuring a good standard of hygiene, participating in fire drills, ensuring that equipment is well maintained and safe to use.
- To update the management team on a regular basis and keep them informed on all issues of practice.

Care of Children:

- To be attentive to the children in the service.
- Ensure a strengths-based approach which focuses on identifying and building on children's individual strengths, interests and abilities rather than areas of challenge.
- To deal with issues as they arise in relation to the well- being of children and to bring any child protection concerns to the attention of the Child Protection Officer through following the service's Child Protection Policy.
- To communicate respectfully with children at their level.
- To keep completely confidential information regarding the children, their families and other staff. **In the interest of the child, confidentiality is crucial.**
- Look upon the Setting as a "whole" and strive to be willing to adapt to where your presence can be utilised the most

Training and Meetings:

- To undertake relevant or required training including first aid training, fire safety and manual handling.
- To undertake continuous professional development to keep up to date with new practice and guidelines.
- To attend and participate at meetings as required.
- Where feasible, meetings and training will take place during working hours.

Parents:

- Lead Parent Induction Meetings and ensure to communicate effectively and warmly with parents/guardians, also providing updates on daily activities and routines.
- To liaise with parents/guardians, who are the prime carers of the children, to keep them informed of the children's progress and well- being and build a partnership with parents to enhance the learning and development of each child.

Food

- Model healthy eating behaviours during mealtimes by eating with children and demonstrating positive attitudes towards healthy food.
- Create a calm and positive atmosphere during mealtimes to encourage healthy eating habits.
- Ensure proper hygiene and food safety practices during food preparation and mealtimes.

Curriculum

- To lead in the planning and implementation of daily appropriate developmental activities for children.
- Use the strengths based approach to incorporate children's interests into activities to engage and motivate them.
- Plan, deliver, and evaluate an engaging curriculum aligned with HighScope principles, emphasizing active learning and the plan-do-review process.
- Implement the 6 step approach to conflict resolution.
- Observe, document, and assess children's development to inform curriculum planning.
- To provide opportunities for self- directed play
- To allow children to learn through play.
- To maintain written planning records including daily reflections, Floor-books and individual child portfolio's.

Health and Safety

- To report any safety hazards/ risks to the Health & Safety Officer/Manager.
- To refrain from engaging in any activity that poses a risk to you, other members of staff or children
- To have a good knowledge of fire and safety procedures within the centre
- To maintain a safe, clean and healthy environment
- To keep your work space clean and hygienic
- To participate in cleaning duties as required under the centre policies and procedures
- To use equipment and machinery according to instructions
- To maintain a safe and clean outside environment
- To ensure the safety, security and the well-being of all the children in your care.
- To ensure all quality and safety standards are maintained in the centre at all times
- To adhere to the Staff uniform dress code.

Compliance & Administration

- Maintain records and documentation required for Tusla and Pobal compliance.
- Ensure Finglas Childcare CLG policies are upheld consistently.

Communications

- To communicate frequently with fellow staff members, management, and parents + families.
- To communicate in a straightforward, accurate, and professional manner

Other Duties

- To ensure compliance with Finglas Childcare CLG Policies & procedures.
- To support students and welcome and guide new staff.
- To adhere to the childcare (Pre School Services) Regulations and the childcare act and all other relevant legislation and regulation

Skills & Competencies

- Strong leadership and mentoring skills.
- Excellent communication and interpersonal abilities.
- Proficiency in observation, assessment, and planning.
- Passionate about child-centered, play-based learning.
- Ability to reflect on practice, and adapt as required.

To apply:

Please email your CV to betsy@finglaschildcare.ie (<mailto:betsy@finglaschildcare.ie>)

Region

Dublin 11

Date Entered/Updated

10th Mar, 2025

Expiry Date

10th May, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/114281-finglas-childcare-lead-early-years-care-education-practitioner>