

# EARLY YEARS TEAM LEADERS

RECRUITMENT PACK

**NORTHSIDE**

FAMILY RESOURCE CENTRE

**CLOSING DATE**

**APRIL 22ND @ 12PM**

EMAIL:

**RECRUITMENT@NORTHSIDEFRC.IE**



## **EARLY YEARS TEAM LEADER**

### **Job Description**

Northside Family Resource Centre's Sunshine Childcare Service and Riverside Early Childhood Centre continue to develop and promote good practice, with the child as the focus of all we do. Working with the Early Years Manager, the Team Leader will have responsibility for the day-to-day care and education of children attending the service.

The main duties and responsibilities of **Team Leader** are as follows:

#### **Childcare**

- Day to day responsibility for the children including devising curricula that supports their emotional, social, and physical development and oversee the implementation of their programmes.
- Coordinate the planning, implementation of programmes appropriate for individual and group needs.
- Support Staff to plan and implement their programmes of learning.
- Design mechanisms to implement Siolta and Aistear toolkit and monitor progress.
- Deliver Incredible Years or another recognised programme to young children.
- Use own initiative and imagination to continually update programmes and activities.
- Direct and support the staff in the day-to-day running of the service.
- Review and evaluate.

#### **Staff**

- Working as part of a staff team to ensure delivery of a quality programme for children.
- Co-ordinate the smooth running of staff timetables, rotas, breaks, etc.
- Support the smooth running of staff timetables, rotas, breaks, etc.
- Support the day-to-day running of the service
- Act up in the absence of the EY Deputy Manager.

#### **Childcare Facility**

- Be responsible for cleanliness of the designated area.
- Ensure that all equipment and resource materials are properly maintained.
- Take responsibility for maintaining the highest standards in relation to health, hygiene and safety on a day-to-day basis
- Share responsibility for areas of general use.

#### **Parents**

- With EY Manager, support parents to in their parenting roles. Involve parents in aspects of the service and work co-operatively with them.
- Disseminate relevant information and literature to parents

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### **Policies**

- Ensure awareness and implementation of all childcare policies and procedures.
- Support the continual updating of policies, procedures, and staff handbook.
- Implement Child Protection Policy - being vigilant for signs of non-accidental injury, sexual abuse, neglect and social, emotional and development delay, reporting immediately any and every aspect of concern to the Childcare Manager.
- Observe all procedures as required in terms of care and control, safety, and good childcare practice.
- Ensure relevant others (students, volunteers, parents, and visitors) are made aware of and adhere to all policies and procedures

### **Training / Networking**

- Continually support the update and renewal of childcare practice and procedure by being open to own learning and development, identifying and completing relevant courses.
- Participate in 'child-related' courses, talks and workshops as requested by management.
- Participate in team building, staff training and development sessions of Family Resource Centre.

### **Administration**

- Ensure the completion of all official roll-books, files, etc.
- Prepare and submit regular and specific records / reports as requested. These will include:
  1. Roll of children in each group
  2. Forms detailing the attendance of children
  3. Waiting list
  4. Staff forms
  5. Accident Report Book
- Support fee collection procedures with Administrators, which includes distribution of fee bills to parents

**Other relevant responsibilities as identified by management.**

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## FAMILY RESOURCE CENTRE

<b>Terms of Employment</b>	
<b>Job Title:</b>	<b>EARLY YEARS TEAM LEADER</b>
<b>Name of Employer</b>	<b>Northside Family Resource Centre</b>

### **Accountability**

The Team Leader is an employee of the Board of Management of Northside Family Resource Centre.

The Team Leader reports to the Early Years Manager on a daily basis. Final responsibility rests with the Board of Management through the CEO.

### **Hours of Work**

Full-time, 39-hour post Monday to Friday where the worker is available between 08:00 to 18:00. A reduced hour working week will be considered upon request but will not be less than 35 hours. Salary pro rata accordingly. The post is a permanent position subject to continued funding from Department of Children. The Team Leader will be expected to be flexible about evening work from time-to-time where overtime will not be paid but time-off-in-lieu will be granted. A 6-month probation period will apply.

### **Salary**

Salary commensurate with qualification and experience and is offered at no less than €33,500.

### **Confidentiality**

The Team Leader will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

### **Holidays**

Twenty-Five days per annum pro rata, plus public holidays, and two Company Days.

### **Garda Vetting**

In accordance with The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, E-vetting will be a requirement for the successful candidate.

**EARLY YEARS TEAM LEADER**  
**Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Minimum <i>two years</i> working in an early years setting.</li> <li>• Experience of working with <b>all</b> children aged 0-6 years.</li> <li>• Active in meeting <b>all</b> childcare regulations on one's own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a community setting.</li> <li>• Experience of working with children experiencing deprivation.</li> <li>• Volunteer work with children and/or young people.</li> <li>• Local knowledge.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent <i>communication</i> and interpersonal skills.</li> <li>• Ability to <i>relate</i> to young children.</li> <li>• Ability to <i>play</i> and be <i>playful</i>.</li> <li>• Able to <i>relate</i> to parents, and relay information regarding their children's needs.</li> </ul>	
<b>EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>• <i>Minimum</i> of QQI Level 6 in Early Years Care and Education.</li> </ul>	<ul style="list-style-type: none"> <li>• QQI Level 7 in Early Years Care and Education.</li> <li>• Accredited in a complimentary area. e.g. Circles of Security, Incredible Years, Play, Speech and Language.</li> </ul>
<b>PERSONALITY</b>	<ul style="list-style-type: none"> <li>• Patient, kind, fun-loving, and outgoing.</li> <li>• Nurturing approach to relationships with children, seeking attunement with the child and their needs.</li> </ul>	
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Flexible with regard to working hours.</li> <li>• Showing a deep respect for people from diverse backgrounds.</li> <li>• Supportive and non-judgmental of families.</li> </ul>	

**How to Apply:**

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Please DO NOT send your CV. Application forms, and explanatory notes, can be found at [www.northsidefrfc.ie/vacancies](http://www.northsidefrfc.ie/vacancies). Only completed application forms will be accepted for shortlisting. Forward application to [recruitment@northsidefrfc.ie](mailto:recruitment@northsidefrfc.ie) before 22nd April 2025 no later than 12pm. Informal enquiries can be directed to [alisondore@northsidefrfc.ie](mailto:alisondore@northsidefrfc.ie) or 061326623.