



Job Description

ECCE Lead Educator

Shannonside Community Centre

Job Title: Early Years Lead Educator

Role: Development and delivery of the Early Years Service.

Reporting to: Barbara Sweeney Leitrim Traveller Project Co-Ordinator and Sheila Flynn Childcare manager.

Location: Shannonside Community Centre, Carrick on Shannon, Co Leitrim

Job description

Your principal duties & responsibilities will be:

- Ability to organise, plan and deliver a child lead curriculum for ECCE group in Early Years service.
- Ensure the individual needs of children are identified and met.
- Record keeping and observations to be carried out.
- Adhering to Leitrim Development Company policies, procedures and always ensuring best practice.
- Ensuring compliance with Early Years inspectorate, DES, Pobal and any other relevant regulatory bodies as required.
- Working within a small team, as lead educator with the role of supporting Early Years assistant/Aims worker/students as required, in conjunction with the childcare manager.
- Liaising with relevant professionals/agencies to support the needs of the children in the service.
- Maintain room and equipment to ensure the health and safety of the children at all times and ensure a good standard of hygiene.
- Attend meetings and undergo training as required.
- Maintain strict confidentiality, any breach of confidentiality about the children or their families will constitute as gross misconduct.

This list of duties is not exhaustive and will change in line with the ongoing development of Leitrim Integrated Development Company's operations and services.

Key Skills:

- Organisational skills and an ability to manage their workload
- Ability to work well with people and bring out the best in them
- Commitment to delivering high quality service
- Good communication & interpersonal skills
- Administration skills

Qualifications

- A minimum qualification of level 7 or higher in Early Years and Education or equivalent.
- A minimum of 2 years' experience.

Duration

This post is part time 20 hours a week fixed term contract. The continuance of the contract is subject to on-going Government funding, and satisfactory work performance and conduct.

Salary

The salary for this position is €16.50 per hour.

15 hours direct contact with children, 5 non-contact hours.

Probation

There will be a period of probation

- (a) The period shall be six months but the CEO / Board may at their discretion extend such period.
- (c) The person appointed shall cease to hold the position at end of the period of probation unless during such period, the line manager / CEO has certified that the service of the person is satisfactory.

Format of the Competition

In order to apply please submit a letter of application and a current Curriculum Vitae, by email to admin@ldco.ie Ms Barbara Sweeney, Leitrim Development Company, Church St., Drumshanbo, Co. Leitrim by 5.00pm Thursday the 27th of July.

Please note shortlisting may apply and this will be on the basis of the information which you provide in your application. Leitrim Development Company is an equal opportunities employer. **Canvassing will disqualify.**



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

