



Little Bugs at Abercorn

Outdoor Team Leader

Job Description

Job Title:	Outdoor Team Leader
Reports To:	Manager/ Owner
Contract:	Full time
Salary:	£24,000 to £26,000 (pro Rata)
Location:	Little Bugs at Abercorn, Hopetoun Estate, South Queensferry,

Job Purpose: *To deliver high quality early learning and childcare through the outdoors and to support the Service Manager in the running of Little Bugs services at Abercorn. To assist the Manager in ensuring that the provision is of the highest quality and that the service continues to develop and grow.*

Tasks and Responsibilities:

1. Support the Manager in the running of the nursery operations. Take on responsibilities delegated by the management team. Be responsible for the services, site and staff in absence of the manager.
2. Deliver hands-on quality ELC, modelling good practise to the Little Bugs team whilst undertaking the delivery, taking opportunities to train and teach colleagues as appropriate.
3. Take specific responsibility for a group of children ensuring they have access to and participate in high quality ELC provision.
4. Promote a happy, caring and welcoming atmosphere for children, parents, staff, volunteers and visitors.
5. Implement and adhere to all Little Bugs Policies and Procedures.
6. Work in partnership with parents, staff and other professionals.
7. Excellent communication with parents providing effective and regular feedback.

8. Effectively record and report on the work, progress and development of children. This will include updating personal learning logs daily, maintaining personal plans, updating files and records. Ensuring that all information is up to date and accurate.
9. Support play based learning opportunities and Little Bugs learning through nature policy.
10. Plan quality activities and sessions in line with the Early Level of the Curriculum for Excellence, ensuring that activities are adapted to meet developmental needs for each individual child. Lead planning as delegated by the Manager.
11. Contribute to the development of the Early Years work including the continuous development of our Abercorn Site. Continue to develop the ethos of outdoor learning with the support of the nursery manager and owner.
12. Actively and fully participate in self- assessment and the review process, leading areas as directed by the nursery manager. Work with the nursery manager to prepare for inspections and visits.
13. Source, prepare and engage with natural materials in order to enrich outdoor play, activities, planned play or training sessions.
14. Undertake appropriate and agreed continuing professional development. Ensuring that any CPD is recorded to either SSSC profile or GTCS profile.
15. Assist in the planning and implementation of Little Bugs Events.
16. Support, train and mentor new members of the team as directed by the nursery manager.
17. Support the nursery manager in their role and take on delegated responsibilities as and when required.
18. Represent Little Bugs Nursery at external meetings and events when delegated to do so by the Nursery Manager.
19. Carry out care, maintenance and security of the nursery site and equipment.
20. On occasion, participate in early learning and childcare events, other events, Little Bugs activities and training out with standard working hours.

Key Relationships:

Internally: Nursery Manager, Outdoor Practitioners, Hopetoun Estate

Externally: Children and their families, Childcare professionals, neighbouring communities.

All the things Little Bugs Employees have in common

- A desire to further Little Bug's aims and objectives
- The ambition to undertake personal development through active participation in annual appraisals, supervision and identified training as required.
 - A willingness to take part in other Little Bugs activities where appropriate.
 - A commitment to the Little Bugs ethos, visions, values and work practices.

The above job description list is intended to give an indication of the range of duties expected of this role. Other tasks and responsibilities appropriate to the remit will be expected as required.

