



Early Years Specialist

LUTON ROMA TRUST

Luton Roma Trust is a registered charity working in Luton to support the local Roma community who have migrated to the UK in recent years in search of a better life. We have been awarded funding to help improve the outcomes for Roma children and improve their transition into primary school in a supportive and engaging environment.

Job Title:	Early Years Specialist
Reports To:	Project Manager
Location:	Luton
Working Arrangements:	On Site
Employment type:	Self Employed
Salary:	To be discussed at the interview
Hours:	10 hours per week
Proposed start date:	ASAP

JOB SUMMARY

- The Early Years Specialist will plan and deliver weekly activity sessions with children aged between 3 and 4 years old. In this role, he/ she will manage each child's progress and develop an individual development plan for each child which will be monitored throughout the project. The successful candidate will play a key role in supporting the children on their educational journey.

Find us on:

 www.lutonromatrust.org.uk
 [lutonromatrust](https://www.facebook.com/lutonromatrust)
 Luton Roma Trust

Luton Roma Trust, Community House, 15 New Bedford Road, Luton LU1 1SA
Telephone: 01582 510 709 Email: office@lutonromatrust.org.uk
Registered Charity 1202863

MAIN DUTIES AND KEY RESPONSIBILITIES

- Give children and families the skills they need to ensure a smooth start to primary school.
- Plan a curriculum to provide engaging and age-appropriate activities to support children's learning and development.
- Create and monitor an individual development plan for each child.
- Together with the LRT Education Champion, assist communication with families chosen primary schools and pass on all relevant information to ensure an easier transition into school.
- Creating a safe, stimulating, and nurturing learning environment.
- Building strong relationships with children and parents.
- Follow the charity's policies and safeguarding procedures to ensure children's safety and well-being.

PERSON SPECIFICATION

Essential Requirements:

- You must have a recognised early years qualification and experience of working with children (minimum NVQ Level 3 in Early Education)
- At least 1 years' experience working in a nursery or early years environment
- Comfortable covering lessons across the national UK curriculum
- Excellent communication and interpersonal skills
- Ability to adapt teaching strategies to meet the needs of individual children
- Effective communication skills
- Excellent Time Management Skills
- Ability to handle confidential information
- Committed to respecting Luton Roma Trust's values including its Christian ethos
- Enhanced DBS check or willingness to obtain one

Desirable Requirements:

- Knowledge of Romanian language
- Experience with working with migrant children
- Ensure a warm and welcoming environment for parents and children
- Self-motivated
- Empathy by supporting Luton Roma Trust's vision of a better world for the Roma people.

APPLICATION PROCESS

- To apply, please send your **CV** and a **Letter of Motivation** by email with the subject **Early Years Specialist** to office@lutonromatrust.org.uk as soon as possible. We reserve the right to close this advertisement if the right candidate is found.
- The successful applicant will start work as soon as possible. Any offer of employment is dependent upon receipt of 2 satisfactory references (one from your most recent employer) and any other statutory checks including DBS.
- To find out more about Luton Roma Trust please have a look at our website www.lutonromatrust.org.uk where you will find information about our work including our projects etc.