

Job Title:	Early Years Team Leader
Location:	Coolmine TC – Ashleigh House Hub Dublin 15
Reports to:	Early Years Manager
Hours:	35 hours per week. Some out of hours work required.
Job Type:	Permanent
Salary:	€42,169 - €46,592 - Depending on Relevant Experience and Qualification Level on the NFQ Scale.
Purpose:	The purpose of the Early Years Team Leader is to oversee the day-to-day operation of the early years setting, leading and supporting staff to provide high-quality learning experiences, maintain compliance with policies and regulations, foster positive relationships with families, and promote the wellbeing and development of every child.
Contact Email:	dylan.murphy@coolminetc.ie
Application Ref.	HR/DUB/FLM/EYTL/0726

Coolmine is a leading drug and alcohol treatment service providing community, day and residential services to men and women with problematic substance use and their families in Ireland established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

Role Responsibilities: (Include, but not limited to)

- To oversee the day-to-day operations of the Early Years service in the Dublin. This role requires the applicant to provide leadership, management and support to the existing childcare team in the Full day care provision.
- Be part of the Multidisciplinary Team (MDT) in the Women's residential treatment centre in Dublin 15.
- To ensure daily operations are in line with TUSLA regulations.
- To provide leadership, management line support to the Dublin Early Years team, though formal (and informal) supervision, performance management and yearly appraisals.
- Advocating the rights of the child.
- To demonstrate high competency and knowledge of the Quality & Regulatory Framework (QRF). Ensuring, the service always meets TUSLA regulations.

- Developing approaches to engage hard to reach families.
- Implementing additional parenting supports through evidence-based practices, informed workshops and groups
- To provide the best quality care for the children aged 0-6 years accessing the service.
- To ensure high standards of care are sustained through the facilitation of effective reflective practice, in both teams and individually.
- To maintain an ethical and child-centre approach to learning, care and education of young children.
- Evidence of implementing national frameworks Aistear & Síolta.
- Attend and facilitate meetings- Multidisciplinary, organisational, local and national meetings.

- To engage with Continued Professional Development (CPD) and support the CPD of the Early Years Team.
- Revise policies and procedures as required by the Early Years Service manager.
- Adhere to Child Protection Policy of the service and report any concerns under the Children's First 2015 legislation.
- To maintain Continuous Quality Improvement (CQI) of the provision offered to young children. This includes informing strategic planning implementation and engaging in reflective practice with leadership and management.
- A strong commitment to improving outcomes for children.

- Maintain all records as required by Pobal, NCS, TUSLA and HSE
- Represent the service during HSE, TUSLA and POBAL Inspections.
- Network with appropriate statutory and voluntary agencies.
- Ensure group is adequately insured and all safety equipment is maintained and regularly serviced
- To develop ongoing professional, supportive and positive relationships with parents
- To facilitate regular staff meetings, with the Early Years team.
- To support processes in relation recruitment, induction, performance management and CPD for staff, in line with Early Years Service manager
- Be able to take charge and direct children and staff in case of an emergency
- Maintain strict confidentiality, any breach of confidentiality about children or their families will constitute gross misconduct

- To gather information statistics and prepare reports as required.
- To identify and document to the line manager any unmet needs of children within the service and to participate in the advocacy work of the agency.
- Represent clients during case conferences when required.
- To supervise students, volunteers and CE participants in their roles of responsibility.
- To undertake other duties as may be requested by the line manager from time to time.

Requirements

- Commitment to the purpose of the service and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- Participate in and engage with a performance management programme.
- To hold regular supervision with childcare team.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within the organisation as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To ensure service is inspection ready at all times.

Person Specification

Education:

Recognised NFQ Level 7 or 8 in Early Childhood studies (preferred) or other related Early Years Undergraduate Degree.

Experience Essential (E) Desirable (D)

- Minimum 3 years work experience in a similar role (E)
- Leadership and Management experience/ training(D)
- Ability to lead a team (E)
- Working in a multidisciplinary setting (D)
- Kindness, warmth and responsiveness to the needs of children (E)
- Commitment to the delivery of quality services, with aspirations to improve outcomes for children and families. (E)

Competences Required

- Strong ability to communicate effectively.
- Solution focus and the ability to solve problems.
- Be a team player.

- Dynamic, innovated and responsive to the needs of the children, their families and the service.
- Ability to act on own initiative and consult where appropriate.
- Ability to work under pressure, make decisions in consultation with the line manager when appropriate.
- Flexibility and adaptability are essential for this post.
- Holding strong values around building effective relationships- Ability to form objective relationships with children, parents, colleagues and other agencies while maintaining professional boundaries.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- To undertake work in a manner that is friendly, flexible and informal.

Benefits:

- Bike to work scheme.
- Additional Annual Leave
- Employee assistance program
- Death in Service Benefit
- Enhanced Sick pay

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Coordinator at dylan.murphy@coolminetc.ie

Please quote this application reference **HR/DUB/FLM/EYTL/0726**

The closing date for applications is **Tuesday the 4th of August 2026.**

Coolmine Therapeutic Community is an equal opportunities employer.

A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled within Coolmine Therapeutic Community.

Please find our Candidate Privacy Notice - <https://www.coolmine.ie/candidate-privacy-notice/>