

JOB DESCRIPTION

JOB TITLE: 2-Year-Old Lead

SALARY/GRADE: £23,696 - £28,531 per annum

HOURS: 37 per week (Term Time & 5 days)

RESPONSIBLE TO: EYFS Assistant Headteacher

PURPOSE OF JOB:

To lead our 2-Year-Old provision, planning, assessing and shaping an inspiring learning environment. To support and lead the team to provide a high standard of care and education, ensuring excellent foundations for our pupils.

MAIN DUTIES:

1. To understand and adhere to the requirements of the statutory EYFS Framework
2. With the EYFS Assistant Headteacher and Nursery Teacher, contribute to the revision of policies, regulations and practice
3. Work with teachers to enhance children's learning
4. Support the care and development of young children, in partnership with their parents
5. Work in partnership with the EYFS Assistant Headteacher and Nursery Teacher to manage the curriculum
6. Promote improvement of setting through observation, staff development and on-going review of practice
7. Evaluate the care and safety of the setting, especially when considering children at risk of significant harm
8. Oversee the development, implementation and evaluation of specific plans and activities to meet the individual needs of children, including children with specific learning difficulties
9. Manage use of physical resources
10. Access, review and update your own knowledge of significant and emerging theory and practice and develop your own resources
11. Manage relationships with parents
12. To complete 2-Year-Old Checks
13. Having high expectations of all children, enabling them to reach their full potential
14. Promoting children's speaking and listening skills
15. Scaffolding and encouraging learning in continuous provision, focus activities and group times
16. Supporting children's wellbeing and self – regulation skills
17. Having a thorough understanding of the Prime Areas of learning and child development
18. Writing observations and deciding developmental next steps for children
19. To undertake duties in connection with personal hygiene, intimate care and welfare of children
20. To treat all children, and their families, with respect and consideration, including respecting their social, cultural, linguistic, religious and ethnic backgrounds
21. In line with the school's policy and procedures, use behaviour management strategies which contribute to a positive and purposeful learning environment

ADDITIONAL PEOPLE MANAGEMENT AND DEVELOPMENT DUTIES AS APPROPRIATE:

1. Develop and maintain working relationships with other practitioners
2. Provide leadership for your team
3. Allocate and evaluate work in your team

4. Lead and motivate volunteers
5. Provide learning opportunities for colleagues

SUPPORTING THE SCHOOL:

1. To attend relevant in-service training and courses appropriate to the role
2. To understand your responsibilities in terms of safeguarding and child protection; being able to identify concerns and follow all safeguarding procedures
3. To adhere to all school policies and procedures
4. To reflect upon and seek to improve professional practice
5. To have due regard to confidentiality, child protection, health and safety, and data protection
6. To be an effective role model for children, staff and the wider school community
7. Any other tasks as directed by your Line Manager to support the department you are working in. e.g. Christmas Production, School trips, new intake meeting etc

Person Specification

	Essential:	Desirable:
Education and Training	<ol style="list-style-type: none"> To hold a full and relevant Level 3 EYFS qualification https://assets.publishing.service.gov.uk/media/65844707ed3c34000d3bfd40/Early_years_qualification_requirements_and_standards_-_Jan_24.pdf To show evidence of a commitment to relevant training and ongoing professional development 	<ol style="list-style-type: none"> Paediatric first aid qualification Level 2 Food Hygiene Certificate
Work Experience	<ol style="list-style-type: none"> To have experience of working with 2 Year Olds To have some leadership experience within the early years To have collaborated successfully with parents and carers To have met the needs of children with Special Educational Needs and/or Disabilities successfully To be able to identify and plan for gaps in child development To have experience of following effective safeguarding procedures To have experience of duties in connection with personal hygiene and intimate care To understand and implement effective toilet training approaches 	<ol style="list-style-type: none"> To be able to demonstrate evidence of commitment to educational development outside school To have experience of completing the 2-Year-Old Check To have participated in completing Early Help meetings To have experience of writing reports
Teaching and Learning	<ol style="list-style-type: none"> To support the delivery of an engaging, ambitious and progressive curriculum in the EYFS Experience of overseeing, developing, implementing and evaluating specific plans and activities to meet individual needs of children whilst supporting and enhancing their personal, social and emotional development To evaluate progress using school systems To have experience of completing parents' evenings To have a good knowledge of the statutory EYFS framework To have a working knowledge of the Birth to Five Matters/Development Matters guidance 	<ol style="list-style-type: none"> To be able to motivate other members of the team to achieve excellence
Skills and Abilities	<ol style="list-style-type: none"> To lead the team in planning for a wide range of needs, abilities and interests To have the ability to lead, and work with, others as members of a team to have good ICT skills To have good spoken and written communication skills To have experience of using effective behaviour strategies To be a consistent role model for effective early years practice To build collaborative relationships with parents, carers and families To work with range of professionals, including health visitors and therapists 	<ol style="list-style-type: none"> The ability to offer additional skills to the life of the school
Special Knowledge	<ol style="list-style-type: none"> to have a good knowledge of child development and effective teaching strategies to promote this To act as a mentor and role model for other members of the team To demonstrate an understanding of how to encourage children's progress from a wide range of starting points To demonstrate a celebratory approach to children's learning To have some understanding of pedagogical approaches to EYFS teaching, i.e., the curiosity approach 	<ol style="list-style-type: none"> to have had experience leading communication interventions such as WELLCOMM or similar
Personal Qualities	<ol style="list-style-type: none"> Have the ability to relate well to children and adults To have passion, enthusiasm and commitment to early years education To be able to use initiative and work independently To be able to evaluate own practice and the effectiveness of the setting to ensure progression To work well as a member of an established team To work flexibly to meet the needs of the children 	