

Job Title: Early Years Lead Practitioner (with a focus on disadvantaged learners)	Pay Scale: PPS5
Normal Place of Work: Bracebridge Infant and Nursery School	Line Manager: Early Years Lead
<p>Role Summary: The post holder will strategically lead provision within early years, ensuring safe and creative learning opportunities for a wide range of age groups.</p> <ul style="list-style-type: none"> • To be responsible, for leading a high quality, sustainable early years provision • To maintain and implement all legal requirements as laid out in the Early Years Foundation Stage Framework. • To prepare and organize activities, programmes and equipment, ensuring that all activities are inclusive for all children to take part in. 	

DUTIES AND RESPONSIBILITIES

- To ensure a quality learning environment is developed and maintained, indoors and outdoors which stimulates and supports children's intellectual, physical, social and emotional development
- To plan high quality provision through timetabling, including staff deployment enhancement planning, continuous provision planning, adult led planning
- To use the observation, assessment and planning cycle to support the development and implementation of high quality provision for all children including those with additional needs
- To attend meetings internally and externally and provide high quality and relevant feedback and reports.
- Actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding;
- To work with the early years teaching and learning team to ensure that staff receive coaching and support as appropriate and best practice is modelled to ensure quality first provision..
- To work with parents and outside agencies as appropriate to provide a safe, caring and stimulating learning environment for all children.
- To maintain high standards at all times.
- To ensure staff respect confidentiality at all times.
- To share information with parental/carer consent as and when appropriate.

To carry out such other duties which are within the scope of this post, as directed by the Assistant Head teacher Primary and Primary Headteacher.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Early Years Lead Practitioner

		Essential	Desirable	How assessed*
QUALIFICATIONS				
1.	Qualified to Level 3 or higher	X		AF / Cert
2.	Paediatric First Aid	X		AF / Cert
3.	Food Hygiene Certificate		X	AF / Cert
4.	Proficient in the use of email and the internet	X		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)				
5.	Relevant experience of the full age ranges from birth to five		X	AF / IV
6.	Detailed knowledge of child development.	X		AF / IV
7.	Experience of leading a team.	X		AF / IV
8.	Detailed knowledge and understanding of the EYFS	X		AF / IV
9.	Experience of contributing to equal opportunities	X		AF / IV
10.	Knowledge of SEND		X	AF / IV
11.	Have a creative approach to innovation and developments.		X	AF / IV
12.	Experience of reviewing, analysing and evaluating your own and others' practice.	X		AF / IV
13.	Experience of reviewing children's progress and attainment to reach the highest outcomes.	X		AF / IV
14.	Experience of coaching and mentoring staff.		X	AF / IV
15.	Experience of challenging poor performance.		X	AF / IV
16.	Knowledge of early child development	X		AF / IV
17.	Experience of involving parents in their children's learning	X		AF / IV
18.	Knowledge of factors which contribute to disadvantaging young children's learning	X		AF / IV
SKILLS AND ABILITIES				
19.	The ability to work within a team towards common goals	X		AF / IV
20.	Have excellent communication skills with both adults and children.	X		AF / IV
21.	Engage in continuous updating of own skills and knowledge.	X		AF / IV
22.	Be organised, self-disciplined, reliable, conscientious and honest.	X		AF / IV
23.	Be inspiring and influential.	X		AF / IV
24.	The ability to work skilfully and effectively with others	X		AF / IV
25.	The ability to manage oneself, including time management, professional direction and an ability to work as part of a team under pressure.	X		AF / IV
26.	The ability to lead and manage a team of Early Years Educators.	X		AF / IV
27.	Possess enthusiasm and a strong belief in the importance of early years.	X		AF / IV
28.	Be a reflective practitioner	X		AF / IV
29.	Be committed to working collaboratively within a senior leadership and whole staff team.	X		AF / IV
30.	Flexible with a willingness to travel and/or adapt working patterns to fit the needs of the school.	X		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated.....