

JOB DESCRIPTION

Early Years Lead Practitioner

Purpose:

To take a lead role in delivering exceptional early years education and care for children aged 2–4 years. The Lead Practitioner will act as a role model to colleagues, driving best practice and continuous improvement in all aspects of early years provision. The postholder will support the Head of School to embed a strong safeguarding culture, a child-centred learning ethos, and high-quality outcomes for children.

Responsible to: Head of School

Safeguarding requirement: Timberscombe CofE Primary School and Little Oaks Early Years Setting are committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main Responsibilities:

Provide day-to-day guidance and support to Early Years Practitioners and Assistants, promoting excellence in teaching and learning.

Actively contribute to the strategic development of the setting by identifying areas for improvement and leading quality improvement initiatives.

Oversee planning and delivery of the Early Years Foundation Stage (EYFS) curriculum, ensuring it is ambitious, inclusive, and responsive to children's interests and needs.

Monitor the implementation of "In the Moment" planning, ensuring it supports personalised progress and high levels of engagement.

Support and lead the preparation for Ofsted inspections, audits, and quality assurance visits.

To deliver a high standard of learning, development and care for children aged 2-4 years.

To ensure that the preschool is a safe environment for children, staff and others.

To develop strong partnerships with parents/carers to increase involvement in their child's development.

Ensure children's progress is regularly assessed, tracked, and shared with parents and relevant professionals.

Lead intervention strategies for children needing additional support, working closely with SENCO and external professionals.

Support the Head of School and Federation staff with operational tasks including rotas, supervision arrangements, and daily risk assessments.

Ensure all records are compliant with policies and statutory requirements, including safeguarding logs, accident and incident reports, risk assessments and attendance.

Uphold policies and procedures with integrity, modelling safe, respectful and inclusive practice at all times.

To be responsible for any tasks delegated by the Senior staff.

Main activities:

To provide a safe, caring, stimulating educational environment, both indoors and outdoors.

To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress with the ability to plan "In the Moment".

To help ensure the preschool meets Ofsted requirements at all times.

To undertake designated officer roles as directed.

To work with other professionals in the local area for the benefit of children and families.

To be active in the decision making of our Pre-School and help shape our setting for the better.

To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

To plan activities which ensure each child is working towards the early learning outcomes.

To be a key person.

To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments

To liaise closely with parents/carers, informing them about the preschool and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

To work in partnership with senior management to update and review our curriculum.

To undertake any other reasonable duties as directed, in accordance with the preschools aims and objectives.

Report any Health and Safety issues to the Head of School, Compliance Manager or Federation Business Managers

Follow the Staff Code of Conduct, with a particular regard to maintaining a high level of confidentiality

PERSON SPECIFICATION:

- Level 3 early years education and childcare qualification or equivalent as a minimum. Please see here for accepted qualifications.
<https://www.gov.uk/government/publications/eyfsstaffchild-ratios-dfeapproved-qualifications>
- Experience of supervising or supporting staff, including performance feedback and coaching.
- Proven track record of improving outcomes for young children, including for those with SEND or additional needs.
- Current experience of working with 2-4 year olds
- Confident in leading planning, assessment, and curriculum delivery.
- Sound knowledge of child development for children to five years
- Knowledge and experience of implementing the Early Years Foundation Stage (EYFS)
- Knowledge of current child protection procedures
- Skilled in reflective practice and developing others through mentoring.
- Good level of verbal and written communication skills
- An understanding of play-based approaches to children's learning and development
- Commitment to equal opportunities
- Commitment to working effectively with young children and families
- Friendly and flexible approach at work which facilitates the development of effective relationships
- Ability to build strong, supportive relationships with children, families, and colleagues.
- Willingness to learn
- Empathy and understanding of children under 5
- A calm and caring nature

- A commitment to quality in all areas, with a high level of motivation and enthusiasm.
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism