



City View

PRE-SCHOOL & NURSERIES LTD

City View Pre School & Nursery, Canterbury Primary School, City View, Canterbury, CT2 8PT. Tel: 01227 784694
Wincheap Pre School, Wincheap Primary School, Hollowmede, Canterbury, CT1 3SD. Tel: 01227 471233

JOB DESCRIPTION FOR LEAD PRACTITIONER

RESPONSIBLE TO	City Views Pre-School and Nurseries Manager
RESPONSIBLE FOR	All staff / adults / visitors and students within their room
PURPOSE OF THE JOB	To provide safe, high quality education and care for children; to fulfill legal and statutory requirements; to supervise staff on a daily basis.

- To take responsibility for the planning and implementation of all curriculum plans within the Early Years Foundation Stage. To ensure that each child is working towards their learning goals, following their own interests. To monitor the effectiveness of the curriculum with the other staff.
- To be responsible for providing a high quality of care, welfare and education, ensuring that staff in their room are properly deployed and understand their roles (through supervision of activities – inside and outside, cleaning, changing children etc).
- To draw up plans for and to supervise the daily sessions activities and events. To help set up the room for the daily sessions and to clear away as necessary during the day (by ensuring that the areas used are clean and safe for the children).
- To be responsible for maintaining systems of observation and record keeping. To organise and take part in meetings with their staff to discuss 'next steps' for individual children. To ensure that individual children's files are kept up to date (through regular observing and written records, identifying next steps and keeping photos up to date).
- To organise and act as a key-person to a group of children, ensuring that individual needs are recognised and met (by liaising closely with parents / carers and ensuring each individual family's needs are taken into account). To effectively supervise the staff within their roles in this system.
- To identify in-service training needs and liaise with Manager and other Supervisors.
- To ensure that records are properly maintained eg register, accident book etc. To contribute to and implement all documents including policies / procedures and Self Evaluation Forms / Development Plans. To be aware of and adhere to the current legislation for the group including Ofsted requirements (through ensuring that staff understand who to go to and where to go to get information).



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- To liaise closely with parents / carers and other Foundation Stage Practitioners, sharing information about children's progress and development.
- To ensure the pre-school is a safe environment for children and adults; that equipment is safe; standards of hygiene are high; safety procedures are implemented and fire drills / emergency evacuation procedures are regularly practiced and recorded.
- To liaise with the Manager, Social Services, Ofsted, Health Visitors, EYAT, SEN Team and any other professionals as necessary. To ensure that all legal and statutory requirements are implemented (together with the Manager) and to provide reports as required.
- To attend and organise in-service training and meetings as required. To liaise with the Manager regarding accessing training within the group and feedback to others. To attend any other training as required by the Group (these may include outside training courses designed to improve staff knowledge / skills and understanding).
- To act upon any concerns / complaints made by other staff members / adults / children in confidence and liaise with the Manager. To keep completely confidential any information gained whilst employed. This includes any information about children, families, other School / Pre-school staff, or School plans which are acquired as part of the job.
- To advise the Manager of any concerns over children / adults / other staff / students and visitors, ensuring confidentiality at all times. This includes any disclosures made whilst at group (ensuring that record of conversation sheets are maintained – signed and dated, ensuring that only the Managers are informed).
- To supervise the children and staff / adults / students whilst in the group. To supervise and take part in regular cleaning, tidying up, setting up of equipment as necessary. This may include some holiday spring-cleaning.
- To promote the aim of both Pre-schools and the Campus and not to bring either name into disrepute either through verbal or written comments / actions. To act in a professional manner at all times and to respect and value the views of other adults / professionals / families – including children.
- To undertake any other reasonable duties as directed by the Supervisors / Manager, in accordance with the Pre-school and Campus' objectives.
- To take part in health / safety and hygiene implementation throughout the year, as and when required.

PLEASE NOTE - the term 'children' is used to describe babies, toddlers and young children.

I hereby accept this job description as part of my job offer

Signed:..... Date:.....



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PERSON SPECIFICATION FOR LEAD PRACTITIONER

A recognised Level 3 qualification or higher.

Friendly flexible approach

A sound understanding of child development and of children's needs. Ability to plan and implement a pre-school curriculum within the EYFS.

Ability to work with parents / carers and to encourage their involvement and to lead a team of staff. Commitment to children and their families

Commitment to inclusion and diversity and understanding of / respecting religious and cultural diversity.

Ability to write clear and concise reports and report back to other agencies.

Health cleared for the job and relevant Disclosure / Ofsted checks passed.

I hereby accept this job description as part of my job offer

Signed:..... Date:.....