

Lead Early Years Practitioner - Job Description & Person Specification

Main purpose of the role

Responsible under the direction of the Headteacher and the designated Lead Teacher to support the management of the Early Years Foundation Stage. Main duties will include a focus on improving the outcomes for children aged 0-5 and their families, involvement with the curriculum, joining in with the activities of the children in classes, supervising children usually in the presence of a Teacher, contact with parents, providing general care and welfare and maintaining a safe environment.

Specific Responsibilities

- Work alongside colleagues under the direction of senior leaders, to guide and advise on practice, ensuring the best possible progress for all children.
- Develop and lead high quality practice and provision, to support all children to reach their full potential, particularly in the prime areas of learning and development.
- Lead/manage and mentor the staff in your designated room/area
- Maintain and oversee high standards of care at all times, modelling behaviour that shows respect, helpfulness and co-operation, developing an atmosphere of professionalism and mutual support
- Play a key role in leading, developing and evaluating effective systems for planning, observation and assessment; drawing on the knowledge of the keyworker, parent, other professionals and staff to support the development of and make an accurate and informed assessment of the individual child.
- Contribute to the development of relevant policies and procedures.
- Have an understanding of the Early Years Foundation Stage, the themes and principles and welfare requirements.
- Promote and contribute to the key person role to ensure children's needs are being met
- Monitor and record children's progress.
- Have an understanding of high quality provision and know how to implement this
- Model good practice of care and education through positive, high quality interactions. The ability to build and maintain positive, effective relationships with children, families and colleagues

- Participate in all aspects of class activities, including using audio-visual aids.
- Participate in planning of long term and day to day activities, including curriculum.
- Develop basic social skills, promote good hygiene standards and toilet habits among children.
- Provide care and welfare to pupils, promote stability and security.
- Ensure a safe environment in accordance with Health and Safety Regulations.
- Administer First Aid and prescribed drugs.
- Observe children for signs of illness and report to the Class Teacher.
- Accompany children on outings.
- Liaise with Speech Therapists, Educational Psychologists and other professionals as required.
- Carry out administrative duties as directed by the Class Teacher.
- Monitor stock levels and notify Class Teacher of necessary replacements/renewals.
- Assist with preparation, clearing up and basic maintenance of toys.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
- To carry out duties in accordance with the Trusts policies and procedures

General

- Attendance at staff meetings and Trust training activities where relevant.
- Participate in performance management
- As this post requires working in Schools a DBS and barred lists check at the enhanced level will be required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

| Knowledge, Experience & Skills | Essential / Desirable | Shortlisting |
|---|-----------------------|--------------|
| Recent experience of working with children 0 – 5 years | E | Y |
| A knowledge and understanding of room organisation, learning strategies and working with a free flow environment. | E | Y |
| Excellent understanding of the EYFS curriculum and requirements; EYFS welfare, learning and development requirements. | E | |
| Knowledge and experience of planning, preparing, delivering, and evaluating learning activities | E | Y |
| Experience of assessing pupil progress and reporting on development and attainment in EYFS | E | Y |
| Experience of maintaining records and retrieving and reporting on pupil information | E | Y |
| Understanding of other agencies and their role | E | |
| Practical knowledge of how children develop and learn | E | |
| Knowledge of national/foundation stage curriculum and other relevant learning programmes | E | |
| Full working knowledge of relevant legislation eg: child protection, health and safety, confidentiality and data protection | E | |
| Knowledge and experience of using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail | E | |
| Early Years Professional (EYP) or Early Years (EYT) Status or recognised pathway to EYT | E | Y |
| Other Early Years qualifications (minimum level 3) | E | |

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| First aid training | E | Y |
| Food Hygiene certificate | D | |
| Relevant training e.g.: learning strategies/specialist area | E | |
| Establish and develop effective relationships with parents and the community | E | |
| Deals confidently with different points of view in conversations | E | |
| Contributes clearly and effectively to discussion with others | E | |
| Persuades others to own point of view on routine issues | E | |
| Produces detailed written information to communicate information, ideas and opinions | E | |
| Uses initiative and organises own daily workload | E | |
| Responds independently to unexpected problems and situations | E | |
| Gathers information from a range of sources to understand situations and problems | E | |
| Analyses and interprets information to identify important issues and problems | E | |
| Identifies risks and considers alternative courses of action | E | |
| Produces short-term solutions or plans | E | |
| A shared commitment to the Trust's values - Child centred, Collaboration, Curiosity, Challenge | E | |
| Committed and passionate about the provision of outstanding primary education. | E | Y |
| Belief and commitment to equality of opportunity for all | E | |
| Optimism and resilience in the face of challenges | E | |

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| Self-aware and able to learn | E | |
| A commitment to safeguarding and promoting the welfare of children and young people. | E | |
| A willingness to share information and expertise. | E | |
| A commitment to ongoing staff development and the development of others. | E | |