

Lead Early Years Practitioner - Job Description

Line of Responsibility: Responsible to the Head Teacher

Key Purpose:

- To lead and manage a happy and safe Pre-school environment for children, staff and others
- To plan and deliver challenging, engaging and enjoyable learning activities
- To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Working as part of a team to deliver a high standard of care and education
- Working collaboratively with other agencies and professionals
- Deputising in absence of senior leaders
- Developing partnerships with parents/carers to increase involvement in their child's development
- Line management of the Pre-school team members
- Leading on and responsibility safeguarding and child protection within the Pre-school
- To support with the marketing of the Pre-school to ensure that it is a high quality, innovative provision
- To be responsible for any tasks delegated by senior leaders.

Main Activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Pre-school 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 understand and work to Pre-school 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 nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior leaders to update and review the self-evaluation and improvement plan.

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

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none"> • Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration. • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults including other professionals/carers/parents • Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker • Effectively communicate with adults and children • Good written, verbal and nonverbal communication 	<ul style="list-style-type: none"> • Proven experience of working with children in an early learning environment, either on placement or in paid employment • Experience of working in Pre-school in a school environment • Experience of working as part of a team • Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents • Experience of working with other agencies and professionals • Knowledge and understanding of the type of external support that is available to support children's development and how to access these services. • Ability to interact with children and support their involvement in physical activities and outdoor play • Consistent approach with children and parents • Experience of having kept written records of children's

	<p>achievements including observations</p> <ul style="list-style-type: none"> • Ability to promote and market the service to the wider community
<p>Personal qualities</p> <ul style="list-style-type: none"> • Proactive and positive team player, able to work constructively as part of a team to understand Pre-school roles and responsibilities and own position within these. • Enthusiasm for learning and working with children • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments
<p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities • Relevant Level 3 qualification e.g. Level 3 Certificate for the Children & Young People's Workforce, NVQ Level 3 in Children's Care • Paediatric First Aid qualification 	<ul style="list-style-type: none"> • Completion of Safeguarding Awareness course (Group 2) • Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Requirement to participate in training/development as and when identified by line manager as essential for performance of the post. • Understanding of principles of child development and learning processes and in particular barriers to learning • Health & Safety certificate • First Aid certificate