

Job Description

Job Title: Lead Practitioner

Job Purpose: To lead a team to provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

Salary: £30,594 full time per annum, Part time salary will be dependent on hours worked.

Contract: Permanent

Reporting to: Director of Operations and Day Care Manager

Responsible for: Early Years Practitioners, Nursery Assistants, Children, Students & Volunteers

Hours of work: 38.5 hours each week to cover between the hours of 7.45am and 5.00pm Monday to Friday on a shift basis. This post is all year round. Job share would be considered.

Key responsibilities of the role include:

To inspire, motivate the support the team to develop and implement all aspects of the Early Years Foundation Stage, supporting the team to plan, organise and resource the nursery environment both in and out of doors to enable each child to reach his or her full potential. Establish positive relationships with children to facilitate their learning and development, forming positive relationships with parents/carers to be active participants in their child's learning. To foster and develop the abilities, social skills and understanding of children aged 3-5 years to support their optimum development, whilst promoting the community ethos of the Centre.

Lead a small team of Early Years Practitioners and Nursery Assistants who are central to the care and education of the children, setting high expectations which are shared with others, acting as a role model for the Charity teams. Provide daily support and advice to the team ensuring high quality provision. Support practitioners to improve the quality of care, learning and development and in the delivery of a high quality curriculum and range of learning and development opportunities to all children. Work with the Director of Operations and Day Care Manager to identify individual strengths and training needs.

Take a leading role for the planning and the EYFS within a designated area, carrying out key person meetings and offering ideas on how to support and extend children's learning catering to their individual needs.

Take a leading role for the planning within the room and offer the team ideas on how to support and extend children's learning catering to their individual needs. Authorise observations on children online learning journals and use data to inform practice in the room and the environment.

Duties and responsibilities include, but are not confined to the following:

1. Children

Be responsible for all children left in your care, promoting and valuing children's experiences within an anti-discriminatory framework, taking over-all responsibility for maintaining a child centred

environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Use creative and practical skills to prepare and present learning materials, fostering respectful and warm relationships with children by taking part in well planned activities with them, role-modelling good practice to others.

To embed 'The Curiosity Approach' within the room. Resource the indoor and outdoor environments to reflect this whilst taking into consideration the children's interests and abilities.

Ensure that the individual needs of every child are recognised, taking positive action to meet any additional needs that may be identified. Lead on 'In the Moment' planning within the room, including using teachable moment to develop children's skills and characteristics of effective learning.

Monitor and maintain records on each child's development in your Keyworker group whilst supporting the team to achieve this. Ensure records of children's developments within EYFS are maintained and data obtained is analysed and utilised to support development, highlighting children's areas of concern and strength.

Liaise with parents, other team members and professionals as appropriate.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Be aware of and implement all of the Charity Policies including Child Protection, Equal Opportunities and Behaviour Management.

To liaise with the other preschool Lead practitioner to carry out transitions to schools effectively, including providing support to parents in completing school applications, creating events such as open evenings.

2. Parents

Work in close partnerships with parents, supporting their participation in their child's learning and in the life of the Centre. Increasing parents understanding and expertise of their child's development.

Ensure effective communication with parents by participating in parent's evenings and other events, producing and sharing information and responding to enquires/concerns.

To show support for parents as stakeholders of the Charity, developing an understanding of the workings of the Trustees.

3. Management

To undertake management duties as necessary in the absence of the Day Care Manager.

Take responsibility for the planning, delivery and supervision of the children within your allocated area.

Support and advise the team in the area ensuring high quality provision. Support staff to improve the quality of care, learning and development for young children.

To work as a member of the senior staff team to ensure effective cross-centre planning, service delivery and children's transition between areas.

To support and maintain effective communication throughout the Charity.

To represent the Centre at meetings, conferences and training events.

Provide advice, training and support for Early Years Practitioners and develop resources to enrich learning in the Foundation stage, modelling good practice.

4. Charity responsibilities

Work with other professionals to share knowledge and to support the team to plan, monitor and co-ordinate practice, planning experiences and activities that are challenging but achievable.

Work with colleagues to develop and implement coherent systems for tracking children's and families' progress and evaluating outcomes within the framework of multi-agency working.

Support the team to assess and maintain records of progress for each family, meeting the requirements for the observation, assessment and recording of the child's development.

Assist the team to establish the centre in the daily life of the community.

Attend training courses and keep up with current good practice.

Become involved in Charity activities, such as special projects.

Undertake other duties as required in keeping with the purpose of this post.

Individual Specification

Essential

1. Must have Level 3 qualification in Early Years
2. 5 years' experience of working in an early years setting
3. An excellent knowledge of the EYFS and developmental needs of children aged 0-5 years and be able to use this information to make sure all children are reaching their full potential
4. Experience of leading a diverse team
5. Knowledge of, and commitment to equal opportunities, health and safety and child protection policies and procedures
6. Ability to communicate effectively with children, parents/carers and professionals
7. Be flexible and able to use initiative at all times
8. Demonstrable knowledge of Child Protection and Safeguarding procedures

Desirable

9. Level 5 qualification in Early Years (or working towards)
10. Knowledge of IT programmes such as Microsoft Office, Family, CPOMS
11. Willingness and ability to complete further training
12. Experience working within a local community and its social issues, including supporting vulnerable families and children
13. Experience of working with children with additional needs

Application information

Completed application forms must be emailed to: recruitment@everyfamily.org.uk

Closing date for applications: Ongoing until position is filled

Interviews to be confirmed

For further information please call 0117 959 3800.

Ideal Start date: As soon as possible

everyFAMILY is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to everyFAMILY receiving two satisfactory professional references and an enhanced DBS check.