**LEAD PRACTITIONER FOR 2 YEAR OLDS**

Salary Grade: Scale SO 2

Actual Salary Range: £27,189.68

Hours: Term time only, Permanent

The successful candidate must:

1. Have Early Years Professional (EYP) Status. (NNEB or NVQ level 4 and above)
2. Graduate or candidates with Foundation degree are desirable.
3. Have a min. 2 years’ work experience in a childcare facility, preferably with under 3’s
4. Have leadership experience, leading a team or room leader.
5. Be a good role model, with excellent understanding of the EYFS.
6. Have knowledge of the Early Years Foundation Stage, and Safeguarding requirements.

**Purpose of Job:** To ensure that the provision of high-quality care and education for all children. To be a creative and reflective leader, to be able to implement new ideas and use a range of strategies to continually improve practice, support and lead the team. To be responsible for leading the team and setting supervision targets for the all team members.

**Duties and Responsibilities:**

1. To take day – to – day managerial and leadership responsibly for the 2-year-old provision including directing staff, planning activities, organising parents meeting and leading team talk.
2. To care for children and actively promote their physical and mental health, intellectual development, welfare, safety and security, working alongside parents/carers.
3. To support, observe, record and monitor children’s social, physical, intellectual and emotional development, independent learning, self-esteem and self-confidence in order to help children to achieve their full potential.
4. To lead and operate a key worker system, working to meet the best interest of the children at the nursery and through home visits.
5. As keyworker, to plan, record and evaluate each child’s developmental needs.
6. To work with other staff at the nursery and other social services and education, and health staff, parents and carers to implement care and learning packages and plans for children referred to the children centre activities like toileting workshop.
7. To lead and provide a wide range of indoor and outdoor learning opportunities and experiences for children appropriate to their individual age, stage of development, interest and abilities.
8. To work with other nursery and children centre staff, parents, carers, and others to plan and record programs of activities, themes and events, which will enrich the curriculum for all children.
9. To be responsible for organising educational visit and carrying out risk assessment which support the development of the children and families.
10. To lead on developing, monitoring and reviewing of the 2year old curriculum in order that practice at the nursery can be used as a model for other providers.
11. To display children’s work and 3D displays to stimulate exploration and with the general preparation and care of the room.
12. To encourage children to express their views, make choices and decisions and to take children’s views, interests and individual needs into account in all aspects of their work.
13. To encourage the autonomy of each child and friendship between children; to supervise and encourage independence at snack time, toileting and during child led activity.
14. To promote care and consideration between children and to others through positive behaviour management.
15. To encourage the acquisition and development of language and speech by all children, particularly for those children who have English as an additional language.
16. To lead on share information with parents and carers and other staff as appropriate about the children’s development, learning interests and wishes; to give information and advice to parents, including termly parents meeting and to refer them on to other services and professional as appropriate.
17. To listen to parents and carers and work in partnership with them to assist them in the care and education of their children, both at the nursery and through the children centre.
18. To be responsible for involving parents and carers in the Children Centre’s activities and to lead workshops and write termly teaching and learning reports for the governors.
19. To assist with training and education for parents and carers including health and safety education and curriculum work.
20. To promote positive images of disabled children and adults and work in an anti-discriminatory way.
21. To keep such records and write reports as requires.
22. To regularly attend staff meetings to discuss work and practice and to contribute to service improvements and new initiatives.
23. To work towards and to contribute to the development of the Nursery policies and procedures, especially those concerning the care and education of children in the 2year provision, as well as working to corporate child protection and other relevant policies and procedures.
24. To be responsible for monitoring, evaluation, and development of the 2-year-old provision.
25. To lead on setting up, prepare and tidy up activities, this will include moving light furniture and equipment and cleaning/wiping down surfaces, care for and maintain nursery resources.
26. To comply with and help to improve all relevant health and safety policies, procedures and practice.
27. To be aware of the physical safety and well-being of the children and to record all accidents to the children or self in the accident book and to administer basic first aid and comfort children for minor injuries.
28. To report and record any physical or mental problems or any other concerns according to the Nursery’s safe guarding policies and procedures.
29. To attend review meetings as required.
30. To involve parents and community with activities held in the Children Centre and signpost parents to workshops held at the children centre
31. To work with and help implement the recommendations of other professionals working with the child attending the Nursery for example, by assisting children on a one-to-one basis to carry out exercises recommended by a Speech Therapist and Physio
32. To be responsible for referring children to the SENCO for consideration of specialist services.
33. To liaise with other providers of services to the child and families in the local area and beyond as necessary and appropriate.
34. To lead supervision and direct training of trainees and parent volunteers.
35. To lead and organise home visits as appropriate in connection with new admissions, while working with the Children Centre team.
36. To accept advice and guidance from senior leadership team.
37. To take part in training and staff development as required.
38. To promote learning culture at the Nursery both through work with children and families and through being a reflective practitioner.
39. Such other duties, within the competence of the post holder, which may be required reasonably, from time to time.
40. To be responsible for supervision of all staff (4-6 people) in the 2-year-old provision. To be responsible for setting performance targets and reviewing them yearly in partnership with the DHT.
41. Be accountable for keeping all the ICT equipment safe and secure in the classroom.

YOU ARE ADVISED TO NOTE THE FOLLOWING CAREFULLY

The requirements listed below are all essential to the job, so you must show how you meet all of them. Where the application form is shown as a method of assessment, you must show on the form how you fulfil the criteria, even if other methods of assessment are shown. If you do not, you will not be short listed. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.

Please read the guidance notes that accompany the application form carefully, as the decision to shortlist you for interview will be based solely on the information you Provide on your application form.

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| **ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| 1. Full and relevant Early Years Qualification (including NNEB, B/TEC CC, CSS (Childcare and NVQ Childcare and Education Level 4 or above) and additional leadership qualifications | Application form and documents |
| **EXPERIENCE** |  |
| 1. Experience of group work with under 3 in a multi-racial/cultural community. 2. Experience of working with special educational needs’ 3. Experience of working with parents and carers. 4. Experience of working with a range of different professionals and agencies. | Application form and interviews |
| Application form and interviews |
| Application form and interviews |
| Application form and interviews |
| 1. Committed to partnership with parents and carers and to anti-discriminatory practice. 2. Sound knowledge of caring for the under-fives. Including knowledge of special needs of children with disabilities and the ability to identify children at risk. 3. Knowledge and understanding of the issues raised by the Children Act (1989). 4. Awareness and commitment to the Council’s Equal Opportunities Policy. 5. Understanding of management issues.      1. Ability to carry out basic care of children and to keep the classroom and equipment clean, tidy and in order whilst remaining responsive to the children and maintaining their wellbeing as a priority. 2. Ability to work confidently with parents and carers and a range of different professionals. 3. Ability to reflect on own practice.      1. Good literacy and numeracy skills and ability to devise and record stimulating and appropriate program of activities and experiences for children. 2. Ability to prepare reports. 3. Ability to work on own initiative and to know when to seek help, or refer onto others. 4. Ability to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers, students, trainees and volunteers. 5. Ability to build relationships with children and to liaise closely with and support parents and carers. 6. Ability to communicate with staff, other agencies, parents and the local community to promote the Centre as a community resource. 7. Ability to devise interesting and developmental activities for children, to identify unmet needs and possible remedies. 8. Ability to recognise the needs of small children and the implications of living and working in a multi-ethnic, multicultural environment. 9. Ability to work flexibly on a rota basis. 10. Ability to work with minimal supervision, prioritise tasks, use own initiative and supervise staff. |  |