

**Early Years Practitioner**  
**Scale 4**  
**Job Description**

1.	<p><b><u>Job Purpose</u></b></p> <ul style="list-style-type: none"><li>• To lead and manage the provision of early education and care</li><li>• To be a lead designated person for safeguarding children</li><li>• To be the senior person on site in the absence of the Nursery Leader and Deputy Leader to ensure safe, high-quality care and education for children from 2 – 11, to fulfil legal and statutory requirements</li><li>• To contribute to the development and implementation of childcare welfare policies</li><li>• To assist the school SENCO in the development and implementation of individual education / behaviour/ support/ mentoring plans in the Nursery throughout the year</li></ul>
2.	<p><b><u>Major Tasks</u></b></p> <ol style="list-style-type: none"><li>1. Manage the operation and delivery of play, care and learning in the early years setting.</li><li>2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed</li><li>3. Devising report systems for the development, progress and attainment of the children</li><li>4. Responsible for management of staff and their development and training.</li><li>5. Responsible for the safe environment and welfare of children and staff.</li><li>6. Establish links with parents, carers and other agencies.</li><li>7. Manage a budget</li><li>8. Preparation for Ofsted inspections and action any recommendations that may result from inspection.</li><li>9. To be an active member of the Early Years Foundation team, working in a strategic manner to meet the aims of the Early Years Foundation and contribute to the development of the vision for high quality education and childcare and to prepare children for a smooth transition into Year R/Year 1 class and other feeder schools.</li><li>10. To support in ensuring the childcare provision meets all the Welfare Requirements set out in the Early Years Foundation Stage</li><li>11. To take responsibility of the nursery when the Nursery Leader and Deputy Leader is in school or off site.</li><li>12. To liaise with the Foundation Stage Manager and Nursery Leader and other professionals as necessary to ensure all legal and statutory requirements are implemented; to provide reports as required</li><li>13. To contribute to development of practice that raises standards in care and education e.g. through the use of agreed audit tools</li><li>14. To work with staff to ensure high levels of care and education are maintained and to support the self evaluation process</li></ol>

15. To act as a key person for a group of children liaising closely with parent /carers and ensuring each child's needs are met
16. To liaise closely with parents/carers, informing them about the setting and its curriculum and encouraging parent's involvement
17. Regular contact with parents/carers and/or children placing occasional emotional demands on the jobholder
18. To support the Foundation Stage Manager and Nursery Leader and in ensuring child profile records are properly maintained, as well as daily attendance records, risk assessments, accident and incident books
19. To ensure that the setting is a safe environment for children, staff and others, that the equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced
20. To provide an engaging provision and stimulating environment eg displays and resources both indoors and outdoors
21. To contribute to and implement all Early Years Foundation policies and procedures, especially those on equal opportunities, and confidentiality
22. To work alongside nursery administrator teams in managing budgets
23. To supervise the day to day running of wrap around childcare, ensuring staff are deployed appropriately
24. To promote healthy lifestyle practice with children and parents through the preparation and delivery of healthy snacks and physical activity
25. Onsite managerial responsibility for premises. Selecting and/or ordering equipment and resources. Also responsible for the creation and maintenance of childcare records.
26. To attend in-service training and meetings as required
27. Works within recognised procedures set by statutory framework within which the jobholder organises own workload and that of others. Respond independently to unanticipated problems and situations
28. To undertake any other reasonable duties as directed by the Headteacher, Foundation Stage Manager and the School Governors in accordance with the schools business plan

3. **Contacts**

**Internal Contacts** – School managers, teachers, governors and other staff from across the school

**External Contacts** – Children, families, other members of the public, schools, parents and/or guardians, foster carers, other agencies, voluntary, community organisations  
 Contacts with outside organisations will include direct support and service delivery, giving and collecting information

	Local and National OFSTED and other external organisations - simple fact finding, passing on information as needed
4.	<p><b><u>Creative work</u></b></p> <ul style="list-style-type: none"> <li>• The post holder will be required to use their experience and expertise to undertake tasks autonomously with regular support and supervision from the Foundation Stage Manager</li> <li>• To plan and deliver early years and childcare services to individual children and families using creative skills and experience</li> <li>• To contribute to the evaluation of the impact of the childcare provision</li> <li>• To contribute to the design and development of Redhill Nursery provision through support and supervision, and team meetings</li> </ul>
5.	<p><b><u>Decisions made</u></b></p> <ul style="list-style-type: none"> <li>• The day-to-day decisions relating to the delivery of high-quality Early years and Childcare provision in an identified area of the Setting.</li> <li>• The day-to-day decisions prioritising needs within the range of children and families accessing the provision</li> <li>• The post holder will contribute to recommendations for Nursery practice improvements in discussion with the Foundation Stage Manager and other staff.</li> </ul>
6.	<p><b><u>Supervisory responsibility</u></b></p> <ul style="list-style-type: none"> <li>• The post holder will supervise an identified team in the absence of the Foundation Manager, Nursery Leader and Deputy Leader.</li> </ul>
7.	<p><b><u>Supervision received</u></b></p> <ul style="list-style-type: none"> <li>• Regular Supervision by the Foundation Stage Manager</li> </ul>
8.	<p><b><u>Complexity</u></b></p> <p>The post holder will be working to identify and support the needs of children and their families attending Early Years Foundation Stage.</p>

## Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> <li>• NVQ 3 childcare qualification</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An understanding of The Welfare and Education Requirements set out in the Early Years Foundation Stage</li> <li>• A sound understanding of child development and children's needs</li> <li>• Understand legislation and guidance relevant to the post</li> <li>• Equal opportunities and anti discriminatory practice</li> <li>• Understanding of the process and methods used in risk assessment within a childcare setting</li> <li>• Working with policies suitable for the childcare environment</li> <li>• Understand support for children and families with additional needs</li> <li>• Requires theoretical plus practical and procedural knowledge of policies and procedures relating to a childcare setting and child protection</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to supervise a team of adults</li> <li>• Able to motivate others in a childcare environment</li> <li>• Able to plan and deliver appropriate early years learning experiences in a Key worker role</li> <li>• Ability to work with parents/carers</li> <li>• Communicate clearly</li> <li>• Interpersonal skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Good personal organisation</li> <li>• Keyboard skills</li> <li>• Requires creative thinking to deal with complex issues and to develop policies and procedures relating to early years provision</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Substantial supervisory/management experience in an early years setting</li> <li>• Experience of monitoring the quality of learning and care in Early Years and Childcare settings</li> <li>• Supervising/Managing a team</li> <li>• Working with families in need</li> <li>• Report writing</li> <li>• Childcare OFSTED inspections</li> </ul>
Personal style and behaviours	<ul style="list-style-type: none"> <li>• Sensitivity and Discretion</li> <li>• Respond effectively to change</li> <li>• Enthusiastic and energetic</li> <li>• Commitment to raising standards</li> <li>• Willingness to work hours that meet the client's needs</li> <li>• Belief in quality childcare</li> <li>• Requires normal physical effort</li> </ul>

***We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved***