

JOB DESCRIPTION

Job Title: Early Years Lead Practitioner/Second Deputy
Managed by: Children and Family Services Manager
Responsible for: Senior Early Years Practitioners / Early Years Practitioners/Support Workers, students and volunteers
Grade: D

Purpose of the Job

- To ensure that all children have access to a high quality and fun curriculum that meets their individual learning needs.
- To demonstrate leadership by delivering a high quality curriculum and range of learning opportunities.
- To work with the management team to raise the standards of provision across the setting by leading and supporting the practitioners to further enhance their knowledge and understanding of children's learning and development.

Key Responsibilities

General:

1. In liaison with the Deputy Manager, to lead and support staff in all aspects of the EYFS delivery in the three to fives room and in other rooms as required.
2. To role model excellent practice and guide and support staff in further developing their practice and by providing practitioners with constructive feedback.
3. To be a reflective practitioner and to observe, support, motivate and direct practitioners to implement, maintain and develop effective practice and ensure high quality provision for all young children by reflecting on their own skills and practices.
4. To lead and support colleagues to work in partnership with parents and to value and utilise parents' contribution to support children's well-being, learning and development.
5. To lead and support colleagues to monitor and record children's progress and use the information as a basis for planning and improving practice and provision both indoors and out.
6. Develop and improve the quality and effectiveness of the setting with the senior management team.
7. To work with practitioners and the senior management team to achieve Quality Assurance awards e.g. Bristol Standard and support the Local Authority Quality Improvement Framework process.

8. To engage practitioners in their own professional development by providing advice, training and mentoring practitioners to improve the quality of practice.
9. To be responsible for own professional development and be pro-active in attending relevant training opportunities.
10. To develop resources in the setting as necessary.
11. To be a key person to a group of children and support transitions between rooms and other settings.
12. To work within and support staff in working to WHCF policies and procedures.
13. To work in accordance to equal opportunities; developing an inclusive service provision and practice, to meet the needs of all children and their families.
14. To assist colleagues to monitor, assess and support children that have additional needs as required.
15. To maintain positive working relationships with relevant external professionals and to work in partnership with other agencies.
16. To represent the setting professionally at all times, maintaining the settings integrity and being open to giving and receiving constructive feedback.
17. To attend senior meetings and monthly evening staff meetings.

EMPLOYEE SPECIFICATION

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Managed by: Children and Family Services Manager

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<p>ESSENTIAL (Must have) Knowledge & Experience</p> <p>To have completed an Early Childhood Studies Degree / Early Years Foundation Degree / Qualified Teacher Status / Early Years Teacher status.</p> <p>To have a minimum of 3 years experience within an early years setting.</p> <p>Minimum of 1 year's leadership experience.</p> <p>Sound experience of supervisory skills and experience with evidence of coaching, motivating and managing performance.</p> <p>In depth understanding of Early Years Foundation Stage.</p> <p>Experience of monitoring and evaluating the quality of learning and teaching, in order to improve practice and raise achievement.</p> <p>Good knowledge of current issues in education and social care legislation particularly in relation to early years and childcare provision.</p> <p>Knowledge of safeguarding / child protection procedures.</p> <p>Experience of working in partnership with parents/carers, and other statutory agencies</p> <p>ESSENTIAL (Must have) Knowledge & Experience</p>	<p>DESIRABLE (Should have) Knowledge & Experience</p> <p>Knowledge of the SEN code of practice.</p> <p>Leadership training/qualification.</p> <p>DESIRABLE (Should have) Knowledge & Experience</p>
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<p>Experience in developing inclusive service provision and practice, to meet the needs of all children and their families.</p> <p>To have a commitment to personal and professional development and training.</p> <p>Knowledge of and a commitment to working in accordance to equal opportunities.</p>	
<p>Skills/Competence</p> <p>Proven skills to plan, organise, deliver and evaluate effective practice for children aged 0-5 years and to support other practitioners in developing good practice.</p> <p>To be able to use different learning methods and styles to engage both children and adults.</p> <p>Excellent team working skills and the ability to use own initiative.</p> <p>Excellent communication skills.</p> <p>Ability to work well under pressure, prioritise appropriately and meet deadlines.</p> <p>Strong leadership skills with the ability to lead, motivate and appropriately challenge staff.</p> <p>To be an innovative and strategic thinker who can lead by example.</p> <p>To be committed to achieving the highest possible standards for the children.</p> <p>To be emotionally resilient and have the ability to maintain suitable personal boundaries.</p> <p>To have good ICT skills.</p>	<p>Skills/Competence</p> <p>Proven strategic planning and management skills.</p>