

**Job Description**

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| Job Title: | Lead Early Years Practitioner |
| Reporting to: | Nursery Manager |
| Grade / Salary: |  |

**Purpose of role:**

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| As a Lead Early Years Practitioner at Little Discoveries Childcare, you will have the chance to work alongside the team and Deputy Manager to develop and plan exciting learning opportunities alongside our curriculum. You will be a lead example and role model for high quality learning and delivery of Early Years Education. |

**Main Duties:**

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| With direction and support from the Deputy Manager you will oversee the running of the specific cohort/room you are assigned to.  You will be leading and carrying out planned activities to support and promote children’s development alongside the nursery curriculum. This may include activities such as cooking, group time, stories, play-acting, singing, etc., to stimulate children’s language, promote questions and develop ideas, physical activities and letters and sounds. Being a member of the team providing high-quality child-care provision, including taking care of children’s personal needs such as feeding, toileting, self-care.  You will be a positive role model for other staff and take on certain responsibilities in the absence of the Manager and Deputy, this will usually be during annual leave and/or sickness periods and to support shift cover.  In the absence of the management team, you will oversee the running of the nursery and support the staff team as well as being responsible for opening and closing the setting. You will complete the relevant safeguarding qualification, Level 3 to enable you to be the DSLO during Management absence.  Be committed to the Safeguarding and Welfare of the children and follow policies and procedures relating to all aspects of the Early Years setting. |

**Mandatory Duties:**

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| * Ensure you work within the Statutory duties set out in the EYFS. * Ensure that all Policies and Procedures are understood and adhered to * Commitment to promoting Equal Opportunities * Commitment to the Safeguarding and Welfare of all children and staff working at Nunney Pre School |

**Person Specification:**

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| 1. Key Competencies | |
| * Have a strong understanding of safeguarding and the role of the DSLO, and always have the children as priority. * Confidence to oversee the running of the setting in the absence of the Management team * Always adhere to confidentiality. * Keep relevant records up to date in line with Ofsted requirements. * Liaise professionally with external professionals and prepare paperwork for this. * Support and offer guidance to other staff members e.g., apprentices and students. * Communicate well within the team. * Have a clear understanding of the Ofsted inspection framework. * Good understanding of health and safety, always maintain a safe hygienic environment. * Liaise with families and working partnership with parents. * Assist and plan for the curriculum to support your key child/s, providing observations and assessments to support their development. * To ensure all key children’s paperwork is up to date and create exemplar profiles * Form a positive attachment with all children and take on the role as a key person for a number of children. * Attend and contribute to staff meetings and training provided. * Keep yourself up to date with sector changes. * Engage with and always supervise children ensuring that staff deployment is effective * Work as a team to continuously better the nursery, sharing ideas and implementing these. * Performing first aid and administering medication * Adhere to, implement all company policies, and staff requirements. * **Have fun with the children and make sure their early years are memorable and support them in their journey to school** | |
| 3. Qualifications & Skills | |
| Essential | Desirable |
| * GCSE or equivalent English (Grade A\*-C/9-4 or equivalent) * Ability to write record and record information (observations) * GCSE or equivalent maths (Grade A\*-C/9-4 or equivalent) * Level 3 full and relevant qualification in childcare/understanding of EYFS or equivalent. * At least 2 years' experience within an Early Year’s setting * Knowledge and good understanding of Safeguarding * First aid qualification (Grade Pass) * Level 2/basic understanding of Safeguarding | * Food hygiene qualification (Grade Pass) * Experience of preparing food within an early year’s setting. * Good understanding of the SENCO role * Some experience of leading and supporting a team or previous room leader or supervisor role * Level 3 DSLO Safeguarding qualification * Experience of dealing with and resolving Safeguarding situations * Leadership or Management qualification |
| 4. Personal Qualities and Other | |
| Essential | Desirable |
| * A patient, friendly approachable character * Confidence dealing with professionals and parent/carers * Ability to resolve and calm a confrontational situation * Resilient, kind and caring with an empathetic approach towards staff and children. * A willingness to work as part of a team with good communication skills. * Be able to communicate effectively with children and eager to learn. * Uses own initiative. * Motivated and passionate about quality childcare * Excellent organisational skills and ability to meet deadlines. | * Creativity and specialism within the areas of learning / educational programmes. |