

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: EYFS Lead Practitioner	Post No:	Grade: HC6
<p>Organisational information:</p> <p>Responsible to: Governing body and Head Teacher of the school</p> <p>Professionally responsible to: <i>Head of Primaries</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: EYFS LSSAs</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> School Secretary/Head Teacher/School Governors/EYDCP</p> <p><i>External:</i></p> <p>Main Purpose of Job: To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute to and implement pre-school policies.</p> <p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <ul style="list-style-type: none"> • Be responsible for the day-to-day management of the Nursery, encouraging good practice by the staff team with regard to individual and group work with the children. • Develop excellent communications with parents/guardians encouraging them to participate in their child's progress and development. 		

- Observe each child's progress and report on achievements, looking for progression and continuity. Where appropriate operate and participate in a keyworker system.
- Be able to liaise at all times with external agencies ie, OFSTED, EYDCP
- In consultation with the Nursery team formulate, operate and evaluate an annual programme of activities, suitable for the age range of the children following the Stepping Stones within the Foundation Stage.
- Create a stimulating and attractive environment.
- Ensure that all required standards, ratios and conditions of registration are maintained at all times.
- Organise parents meetings and open days as required.
- Prepare for OFSTED inspections and address any recommendations made

Childcare and Education

- To provide a high quality of education and learning within the EY framework and offer appropriate stimulation and support to children attending the setting.
- To oversee the long term planning, following the EYFS curriculum, and sessional plans which ensure that each child is working towards desirable learning outcomes.
- To monitor and evaluate the effectiveness of the Nursery curriculum and provision
- To create a welcoming and family friendly environment.
- To supervise the children and also be responsible for their physical, emotional, social and intellectual well-being.
- To ensure observations and assessments by Nursery staff are conducted in line with the EYFS framework, and shared regularly with parents and families.
- To promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established school policy and encouraging children to take responsibility for their own behaviour.
- Oversee key worker responsibilities of all other Nursery staff. Take the lead in induction and settling in for new children.
- To ensure that there is an implemented daily routine in the Nursery.
- To ensure the management and display of the presentation of children's
- To plan and run any educational visits.
- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To observe children as individuals and promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.
- To liaise with the SENDCO as appropriate and support staff in implementing any support plans for children with additional needs.
- To prepare children for their transition to school, and transferring relevant information as required.
- To support and interact with the children in their activities so that they:
 - Become enthusiastic learners
 - Have the opportunity to practice skills
 - Are encouraged to become independent
 - Are challenged and extended
 - Are able to make choices in their play
 - Have equal access to opportunity to learn and develop

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation’s policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business.

The postholder will promote the Council’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
Date Job Description last reviewed:	Date: October 2024

GENERIC PERSON SPECIFICATION - SCHOOLS

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Job Title: EYFS Lead Practitioner	Post No:	Grade: HC6
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Excellent working knowledge of Early Years Foundation and current Ofsted statutory Guidance. • Experience of working with or caring for children ideally in a variety of early years' settings. • Recent relevant experience of working in an integrated care and education setting with a 2 – 5 years' provision or Early Years setting. • Experience of working as a key worker for a group of children and their families. • Knowledge and proven practical experience of implementing good quality learning opportunities. • Commitment to equal opportunities and understanding of religious and cultural diversity. • Ability to create and implement basic systems for child records. 	
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Be responsible, patient and approachable, with a caring personality • Good numeracy and literacy skills • Excellent verbal and communication skills with staff, children and parents • Ability to relate well to children and adults • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to write detailed reports and keep clear and accurate records • Ability to lead a team, manage effectively and efficiently upholding positive working relationships and an effective mentor. 	

Skills and Abilities (cont) <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Ability to observe, assess and report on children's behaviour • Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality. • High level of initiative and creativity • Ability to plan, devise and develop systems of work • Empathy and understanding of children under five • Good IT skills • Reliable, enthusiastic, and flexible 	
Qualifications	NNEB, CACHE Level 3, NVQ Level 3 or equivalent	Application Form
Other Factors	Police Clearance	DBS Check

Line Manager Signature:

Date:

Date Person Specification last reviewed

October 2024
