

Job Description: Early Years Lead Practitioner
Pay Scale: 5
Responsible to: Assistant Head for Early Years Headship Team



Purpose of the post

1. To ensure a warm, welcoming and safe environment is maintained and high standard of physical, emotional, social and intellectual care for children placed in the setting
2. To provide high quality care and early years learning environment for children under the age of 5.
3. To act as a senior figure in the nursery room, providing supervision to a small staff team, ensuring that the team works and operates at optimum level.
4. To lead the implementation of the daily routine in the nursery room.
5. Plan and facilitate appropriate learning experiences for children based on their developmental needs and interests in relation to '*The Statutory Framework for the Early Years Foundation Stage*'.
6. To lead the adaptation of provision where needed to ensure good or outstanding progress by all pupils within the nursery.
7. To establish and maintain appropriate contact with parents, specialist support staff, and other adults involved in the education of children.
8. To follow, maintain and promote the school core values.
9. To ensure compliance with all school and trust policies, procedures and government legislations.

Duties and Responsibilities:

1. Lead, supervise and support an allocated staff team, ensuring that all staff adhere to the nursery's policies and procedures and that best practice is being applied by all staff.
2. Lead in the planning and provision of a full range of stimulating resources and activities for children and encourage their development in all areas of learning.
3. Act as a key worker when appropriate for a group of children.
4. Establish and maintain secure relationships with children and their families as outlined in the statutory framework for the Early Years Foundation Stage.
5. Maintain high quality interactions with children, to build on and extend their learning.
6. Provide the care necessary for children with particular needs (such as SEN, behavioural or pastoral support as part of a planned programme).
7. Observe, monitor and evaluate children's educational learning journey.
8. Maintain records of the children's development as directed by the AHT.
9. Under the guidance establish and maintain parent/carer partnerships and report to parents/carers as outlined by the statutory framework.
10. To share in the responsibility for safeguarding and promoting child welfare of all children within the nursery and to adhere to the schools safeguarding procedures and statutory guidance.
11. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children.
12. Ensure procedures are in place for the children to be collected from the nursery.
13. Ensure that resources within the nursery are maintained in good order, replenished as appropriate and be responsible for ordering and costing resources.
14. To ensure that all staff within the nursery adhere to the school behaviour policies.
15. To encourage positive relationships between staff and parents/carers, ensuring that an effective exchange of information is present in daily interactions.
16. To value parental contributions to the care and education of all children.
17. Maintain supportive relationships with parents referring difficult or sensitive matters concerning pupils to the AHT.

18. Assist the AHT by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists, in conjunction with the AHT.
19. To ensure confidentiality of all information received by staff within the nursery.
20. Participate in training programmes with a wide variety of students (i.e. placements and volunteers), by giving guidance and support
21. To undertake paediatric first aid training regularly and maintain training records of nursery staff.

Other Responsibilities:

1. Take responsibility for own professional development by seeking opportunities and attending relevant training.
2. To be aware of and comply with all Safeguarding policies and procedures.
3. Be committed to the school aims and values and contribute to the wider life of the school.
4. Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
5. Any other duties required by the Leadership Team within the scope of this post.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.