



POST DESCRIPTION

Job Title:	Senior Early Years Practitioner
Responsible to:	Deputy Manager
Responsible for:	Early Years Practitioners

1.	Job Purpose:
1.1	To support children to reach their own individual potential and to ensure all children in their care are in a happy safe and stimulating environment.
1.2	Ensure high quality implementation of early year's provision within the statutory framework of EYFS and other legislative guidance and policies.
1.3	To provide consistent and high quality support to the management team to ensure consistency and quality of practice within the setting.
1.4	To take responsibility for overall room supervision for the designated unit.

2.	Key Responsibilities:
2.1	Ensuring the compliance of all legislation relevant to early years within their unit.
2.2	Ensure the unit is maintaining accurate and up to date records that fulfil all legal requirements as laid out in the EYFS.
2.3	To be a Key Person or 'Significant Other' to a group of children and to embrace the key person culture and responsibilities.
2.4	To lead on good practice with regards to health and safety within the unit.
2.5	To take the lead for the nursery on a core element that will be defined by the manager and cascade your knowledge, skills and experience to other team members and to enhance your own CPD in the element as agreed.
2.6	To ensure that all safeguarding matters are documented, cascaded and communicated as per policy with the nominated safeguarding persons.
2.7	Ensure all staff within your unit is kept up to date and comply with standards, policies and procedures.

2.8	Leading the team unit of EYPs by role modelling desirable behaviour and good practice.
2.9	To provide informal supervision, guidance and support. Encourage the team to challenge practice and each other and be a motivator to all.
2.10	To communicate and work in partnership with parent/carers and outside agencies.
2.11	If necessary to deputised for the manager or the deputy manager in their absence, including the responsibility for taking payments for nursery fees.

3.	Specific Duties:
3.1	To offer each day a wide variety of stimulating activities to support the learning and development of the children as laid out in the EYFS.
3.2	Ensure the curriculum planning, observation and assessments of children within the unit are completed as per guidance and are of a high quality and show ongoing development for the individuals child.
3.3	To be proactive in identifying areas of development concern, for which a child may need additional support.
3.4	To ensure the planning and delivery of activities to meet the needs of these individual children through their Individual Educational Plans
3.5	Assistant in the children's physical, social, intellectual, emotional and language development.
3.6	To encourage the children and staff within the nursery to show positive behaviour and to put into place appropriate systems to challenge unacceptable behaviour.
3.7	To work alongside the management team to ensure that all staff are supported to create positive team working and consistent standards.
3.8	To be an effective key person to those children assigned to you by meeting their needs, ensuring high quality planning and assessment.
3.9	To monitor and evaluate other key workers within the responsibility of their unit to ensure effective keyworker role is being fulfilled.
3.9	To ensure that clean and hygienic standards are maintained at all times this includes daily cleaning rota; nappy changing and other nursery/housekeeping duties.
3.10	To keep parent/carers updated with regards to their child's progress, health and wellbeing on a regular basis using learning journeys, open events, verbal and written communication.
3.11	To attend staff meetings, room meetings, open events and other relevant meetings as identified by the management team or Grimsby Institute Group as part of personal development and professional updating.

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. (if no budget responsibility state “The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group’s purchasing and financial regulations .

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 3 qualification in Early Years To have commitment to working towards level 4/5 Paediatric first aid Food hygiene certificate Safeguarding level 1 or must be willing to work towards Health and safety certificate or be willing to work towards Literacy and Numeracy level 2 Evidence of continuous CPD	E E E E E E	D D
Specialist Knowledge	A sound working knowledge of the EYFS Competence in planning, evaluating, observing and record keeping To be able to recognise and act upon concerns of children needing additional support Knowledge and understanding of theories and principles relating to child development	E E E	D
Experience	Experience of working with children aged birth to five in a child care environment A demonstrable commitment to safeguarding and promoting the welfare of children Experience of working with internal teams and external partners Experience of curriculum implementation and practice	E E E	D
Skills and Attributes	Can use own initiative Can work independently and take responsibility Ability to role model positive behaviour Commitment to working with children providing a safe, happy, positive and stimulating learning environment Ability to relate and communicate with outside agencies, staff, children, parents and families both verbally and written	E E E E	

	To be flexible with working hours	E	
	To possess good leadership skills	E	
	To be able to manage the nursery in the absence of the manager/deputy	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable