



Play, Adventure & Community Enrichment

Early Years Lead Practitioner

Job title: Early Years Lead Practitioner (Term-time only)

Location: Fairfield Play Centre, NW1

Salary: £24,439 per annum

Reporting to: Senior Centre Manager

Responsible for: Deputy Manager/SENCo, Early Years Workers, Volunteers, Sessional playworkers and work placements

Annual Leave: 28 days per annum (including public holidays) pro-rata

Hours: 35 hours per week during term-time (38 weeks per annum), 35 hours per week during school holidays (1 week per annum)

Contract Type: Permanent

Essential Requirements: Qualifications Level 3 and above as is hands on experience with at least 3 years' experience working within an early year's environment. Proven ability to manage a team

Job Purpose and Context

The purpose of this role is to deliver high quality, inclusive early education and childcare, to promote teaching and learning to ensure that children are ready for school. The Early Years Lead Professional will lead practice within the setting, ensuring that children aged 2-4 years old experience a broad range of play and learning opportunities, to enable them to develop knowledge and skills as a foundation for good future progress through school and life. As well as being an experienced Early Years professional, you will work effectively with stakeholders and parents to develop positive and effective relationships.

Main Responsibilities:

- To be accountable for the delivery of high quality, inclusive childcare and early education, which is responsive to the needs of children and their families.
- To lead practice within the setting. This should include: establishing and sustaining a safe and welcoming environment through the provision of appropriate, child-led and adult initiated experiences, activities and play opportunities. Ensuring children experience both indoor, and outdoor environments which enable them to develop and learn
- Establish and consistently implement systems to assess, record and report on progress in children's development and learning
- Ensure that all practitioners understand the principles and content of the Early Years Foundation Stage and know how to put them in to practice
- Ensure that practitioners have high expectations of all children and demonstrate commitment to ensuring that they can achieve their full potential
- Influence and shape the policies and practices of the setting and share in collective responsibility for their implementation
- To ensure that the service delivery is maintained within current legislative requirements including the Welfare Requirements, Health and Safety and Safeguarding.

- To work in partnership with parents / carers and other family members, providing formal and informal opportunities through which information about children's well-being, development and learning can be shared to improve outcomes
- Contribute to the work of a multi-professional team and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis
- Work in partnership with specialist agencies or professionals to ensure the safety and well-being of all children, identifying child or family support needs as necessary
- Take responsibility for staff performance and development including, interns, volunteers, students and sessional staff by role modelling best practice, conducting supervision and appraisals, providing support sessions and organising CPD opportunities.
- Encourage take up and undertake outreach activities where appropriate
- Be responsible for all administrative duties associated with the management of the project, e.g. maintaining records on the children and their families, monitoring and evaluating the service, ordering equipment, maintaining an inventory, keeping personnel records;
- Create and contribute to a working culture and practices that recognise, respect and value difference.
- Developing and implement monitoring and evaluation systems to ensure the delivery of high quality services
- Reporting regularly to the centre management team, on the performance and development of the service and participating in meetings as required
- Manage the Early years budget, collect fees and charges and ensure income and expenditure is recorded in accordance with the financial procedures and policies.
- Undertaking training as required.

Person Specification - Essential requirements of the post

Experience and qualifications

- Qualifications essential as is hands on experience with at least 3 years' experience working within an early years environment.
- The post holder must hold Early Years Professional Status or Qualified Teacher Status. For applicants with QTS, this should be specific to the foundation stage age group. Where this is not the case, the applicant should be able to demonstrate training and recent extensive experience of working in at a leadership level with the foundation stage age group.
- Extensive experience of working with young children, particularly children aged 2-4 years
- Experience of managing staff and leading teams in delivering high quality, inclusive childcare service.
- Experience of supporting vulnerable families, identifying support and working in partnership to meet children's needs.
- Significant experience of working with disabled children, young people and parents/carers and of facilitating an inclusive child-centred service.
- Experience of working in partnership with other agencies and organisations when identifying and meeting the needs of children and families and in response to safeguarding concerns.

Knowledge and Understanding

- A thorough knowledge and understanding of the EYFS, Ofsted standards and relevant current legislation.
- A confident understanding of the developmental needs of young children, particularly of the two-year-old age group.
- A good understanding of what constitutes a quality childcare environment

- Knowledge and understanding of safeguarding policies and procedures
- A commitment to inclusive and non-discriminatory working practice with children, families, colleagues and the community.

Skills and Abilities

- Ability to maintain the health, safety and security of others.
- Ability to manage a budget.
- Ability to design and develop childcare environments and programmes and reconnect children to nature and the benefits of natural play.
- Flexibility, initiative and the ability to vary and change according to children's need.
- Good observational skills and the experience to support staff in knowing when and how best to intervene to support children's play, learning, development and social interactions.
- Ability to communicate with people in a form and manner that is consistent with their level of understanding, culture, background and preferred ways of communicating.
- Excellent active listening skills.
- Problem solving skills.
- Must be a team player with strong leadership skills and ability to work with others to achieve shared objectives.
- IT skills to fulfil administrative requirements of the post.
- Good attendance record.