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**CHILDREN, YOUTH & FAMILY SERVICES - EARLY YEARS SERVICE**

**JOB DESCRIPTION:** Early Years Practitioner- Pre-school Lead

 Deputy Manager

**DEPARTMENT:** Children Youth and Family

**REPORT TO:** Early Years Service Manager

**HOURS:** 37.5 Hours per week

**SALARY:** £26,813 - £27,831 per annum

**RESPONSIBLE FOR:** Planning and providing safe, supportive and stimulating environment where children can thrive

To be responsible, along with the Early Years Manager, for the smooth and effective running of a fully inclusive nursery for children 0-5 years of age with both complex special needs, (including children with profound and multiple learning disabilities and children with Autistic Spectrum Disorder) and mainstream children.

**Main objectives:**

* To deliver a high standard of development and care for children who attend the Rainbow Nursery.
* To ensure that the environment is nurturing, safe and stimulating for children at all times.
* To develop and maintain key partnership with parents /carersand toactively involve them in their child’s learning.
* To be responsible for any tasks delegated by the early years’ service manager and undertake the designated officer role as directed.
* To undertake duties required for smooth and effective work of the setting during the absence of manager.

**Main duties/ activities:**

* To provide fun and stimulating learning environment and opportunities for the children, catering for their individual strengths, needs and interests both indoors and outdoors at all times.
* To work within the Early Years Foundation Stage Curriculum and Characteristics of Effective Learning to plan for imaginative and exploratory play.
* To have an awareness of Safeguarding issues and to work within child protection guidelines, as well as working within the framework of The Children’s Act and other relevant legislation.
* To adhere to the policies and proceduresset by Westminster Society at all times, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
* To interact with and actively encourage and facilitate positive relationships between the children, in order to support the development of the children’s communication and social skills.
* To work in partnership to facilitate positive multi-disciplinary joint working with a range of other professionals so as to ensure that the needs of children and their families are supported in the most effective way.
* To support the provision of activities and opportunities, which promote equality, giving consideration to the children and their families, cultural and ethnic background, religious beliefs, gender and abilities.
* To develop positive relationships with parents and work in partnership to ensure we are achieving the best possible outcomes for the children.

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| * To help ensure the nursery meets Ofsted requirements at all times.
* To undertake the key person duties and keep the Early Years Learning Journal accurate, to evaluate the progress and report findings and work in partnership with the setting SENCO and other professionals.
* To take key worker responsibility for children who attend the service which may include home visits to ensure safe and secure the settling in process.
* To establish effective daily communication with parents, which include verbal and written feedback (communication books).
* To manage individual children’s profile folders, developing snap shot profiles and ensuring regular observations and evaluations of children’s progress.
* To be able to take lead in using observations as a base for planning.
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
* To support children with their personal health and care needs (which includes eating, using toilet and/or nappy changing as well as carrying out specific care needs such as administering medication, tube feeding and undertaking manual handling) in a warm and sensitive manner .
* To support children through the transitions within the setting.

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* To communicate and work effectively with other team members using a variety of communication methods, and participate in team meetings.
* To ensure that children are being supported during process of transition to school; to be responsible for summative assessments and applicable reports for each child and ensure they are completed in a professional and timely manner, and shared with parents and other professionals.

* To provide support and guidance to other members of staff while the manager is not present.
* To take part in induction, supervision process when required and ensure that high quality care is being provided to our pupils at all times.
* To work with children with special needs and to work closely with the Outreach and Family Service teams.

**Hours and Holiday’s:**

* To work according to the nursery service’s yearly schedule shift pattern, including participation in the under 10’s inclusive holiday play schemes – this may mean a change to the shift pattern.
* A degree of flexibility is needed over the working day. The job does involve shift patterns. The nursery operates all year round.

In order to deliver service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above, such duties, however, will fall within the scope of the post.

**EARLY YEARS PRACTITIONER - PERSON SPECIFICATION**

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| **Qualities** | **Essential** | **Desirable** | **Assessment Criteria** |
| **Education** | 1. A recognized NNEB qualification or its equivalent to NVQ Level 3 or above in children’s care, learning and development.
 |  | Application form and assessment center |
| **Experience** | 1. Experience of working with children in an early years setting.
 | Experience of working with children with disabilities in early years setting | Application form and assessment center |
| 1. Knowledge and experience of planning within the Early Years Foundation Stage Framework, including the ability to demonstrate initiative and to create and lead appropriate play & learning opportunities for children.
 |  | Application form and assessment center |
| 1. An ability to work co-operatively within the small nursery team; taking responsibility for key areas of work, while also facilitating joint multi-disciplinary work with a range of other professionals.
 | Experience in supervisory/ senior position | Application form and assessment center |
| 1. An ability to communicate effectively (both verbally and in writing) with wide range of people, including children their families and other professionals. This includes an ability to maintain and develop through recording systems and good IT skills (Word Processing and Email )
 |  | Application form and assessment center |

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| **Skills** | 1. A willingness to work with and support children who have high care and complex needs; including a willingness and ability to comply with Health & Safety policies, lifting and manual handling procedures and to carry out specialist medical procedures (with training).
 |  | Application form and assessment center |
|  | 7. The commitment and ability to work with children who display behavior that challenges and the ability to work through conflict and complex situations. |  | Application form and assessment center |
|  | 8. Visionary approach to planning and delivery of learning sessions both within Rainbow and in community events and outings which are fun, stimulating, inclusive and maximize achievement for every child. |  |  |
| **Knowledge** | 1. Knowledge of and a commitment to promoting early years and child care issues, such as the importance of play, the benefits of inclusion, and the value of parent partnership.
 |  | Application form and assessment center |
| 1. Knowledge and understanding of good nursery practice including the health, educational, social, cultural, emotional, developmental and physical needs of children.
 |  | Application form and assessment center |
| 1. The awareness of and the ability to work within a context of national legislation(e.g. Children’s Act 1989, Working Together to Safeguard Children 2018) and frameworks such as EYFS, Every Child Matters, Characteristics of Effective Learning as well as local policies, guidelines and procedures.
 |  | Application form and assessment center |
| **Motivation/ Disposition** | 1. A willingness to participate in The Westminster Society’s in service and external training provision and staff supervision programme; including undertaking training to enhance expertise in meeting the social, educational and health development needs of the children.
 |  | Application form and assessment center |