

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title –Senior Early Years Practitioner			
Responsible to:	Deputy Children’s Centre Manager	Salary Payscale £22,958 Per annum	Pro rata if part time
Hours:	To be confirmed	Location:	May be required to work at other locations in North and East and Lower Valley areas.
Date Job Description Last Updated: April 2022		By who: BSM	

### Purpose of post

- To provide supervision and day to day support for the staff team within the designated area of the day care provision.
- To ensure a warm, welcoming, safe and attractive environment for the children within the nursery and to ensure provision of high quality integrated care and education for young children.
- To participate in the work, organisation and development of the nursery, in accordance with the aims of the centre, under direction from the Deputy Children’s Centre Manager.
- To deputise for the Deputy Children’s Centre manager on request and support them in delivering the agreed objectives of the Centre.

### Key areas

- To supervise and support the staff team, volunteers and students to develop children’s learning, having full regard for their individual social, emotional, physical and intellectual needs.
- To be a member of the Extended Area Management Team and support delivery of the Area Team objectives.
- To be responsible for the security of the building and its contents.
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the centre’s policies and procedures.
- To develop self skills in an area of specialism to support the integrated care and education of children. The area of specialism will be negotiated and agreed with the Deputy Children’s Centre Manager and Children’s Centre Manager

### Responsibilities

- To be responsible for the day-to-day running of a Children’s Centre nursery and ensure compliance with policies and practices e.g. OFSTED Standards, health and safety and safeguarding and to support the Area Management team with delivering the wider Children’s Centre Core Purpose.
- To carry out supervision sessions and other performance management for early years practitioners, both qualified and unqualified, volunteers and students and any other delegated staff. To have supervisory responsibility for the children in the nursery.
- To make decisions within the established policy and practice of the nursery with regard

to the physical, intellectual and emotional wellbeing of the children.

- To be responsible for the management of the centre resources, as delegated by the Deputy Children's Centre Manager including the management of money and resources within a budget which will be specified.

## **Main duties**

- The line management of Early Years Practitioners which includes responsibility for performance management, through supervision and appraisal; staff professional development and support; recruitment, selection, discipline and grievance as agreed with Children's Centre Manager.
- To have a clear understanding of Safeguarding Policy, child protection issues and recording requirements and to act promptly should areas of concern arise, in line with children's centre policy and procedures.
- To ensure monitoring of each child's progress through keeping appropriate observation and assessment records, as well as health & safety and fire safety records when required.
- To work in partnership with parents and carers in the care of their children, by encouraging their participation in the centre.
- To offer support, advice and guidance to parents and carers when appropriate.
- To encourage the involvement of the local community.
- To prepare reports that may be required for internal use and for external agencies, as requested.
- To liaise with and support other professional staff involved in meeting the needs of the child.
- To attend and contribute to team meetings, discussions and case conferences as appropriate, and to work with other members of the management team to develop and deliver training sessions for staff members, parents and services users.
- To keep up to date with current legislation and childcare practice, and attend training as required.

## ***Any other duties and responsibilities appropriate and relevant to the post, including:***

- To ensure that the Children's Centre's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the Children's Centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Area Management Team or line manager.

To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

## PERSON SPECIFICATION

**North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.**

<b>POST TITLE:</b>		<b>Senior Early Years Practitioner</b>	
<b>Criteria No</b>	<b>Attributes</b>	<b>Criteria</b>	
	<b>Relevant Experience</b>	<b>Essential</b>	
		<ul style="list-style-type: none"> <li>• Substantial experience of working within an early years setting.</li> <li>• In depth understanding of the developmental needs of babies and young children.</li> <li>• Experience of leading on part of the early learning curriculum.</li> <li>• Experience of delivering training to small or large groups.</li> <li>• Experience of working in partnership with other agencies.</li> <li>• Previous supervisory experience.</li> </ul>	
		<b>Desirable</b>	
		<ul style="list-style-type: none"> <li>• An awareness of the needs of the local community.</li> </ul>	
	<b>Education, qualifications and Training Attainments</b>	<b>Essential</b>	
		<ul style="list-style-type: none"> <li>• Must hold an approved qualification in early years (level 3 or above) as defined by the Department for Education on the Early Years Qualifications (list published on GOV.UK: <a href="https://www.gov.uk/guidance/early-years-qualifications-finder">https://www.gov.uk/guidance/early-years-qualifications-finder</a> which also includes information on overseas qualifications).</li> <li>• Hold suitable level 2 literacy and numeracy qualifications if level 3 qualification was started after Sept 2014</li> <li>• Willingness to undertake relevant training courses to update skills, and demonstrable continued</li> </ul>	

		<p>professional development.</p> <ul style="list-style-type: none"> <li>• Experience of delivering training to staff, parents and service users</li> </ul>
		<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Paediatric First Aid.</li> <li>• CIEH Foundation Certificate in Food Hygiene.</li> <li>• Management qualification or training.</li> </ul>
	<p><b>General and Special Knowledge /Ability</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to support staff and families with Safeguarding and Family Support issues.</li> <li>• Knowledge and Understanding of EYFS and integration of this into the nursery.</li> <li>• Good oral and written communication skills.</li> <li>• Good organisational skills and ability to maintain accurate records and write reports.</li> <li>• Creative &amp; imaginative skills in planning &amp; providing stimulating experiences.</li> <li>• Able to motivate and inspire team members.</li> <li>• Ability to manage change.</li> <li>• A positive approach to difficult situations and challenges.</li> <li>• Ability to work both on own initiative and co-operatively as part of a team.</li> <li>• Ability to work in a non-discriminatory, sensitive and respectful way.</li> <li>• Patience and consistency in working with children and adults.</li> <li>• Commitment to the children’s centre policies and to developing quality services.</li> <li>• Awareness of equality and diversity.</li> <li>• Awareness of health and safety in relation to the role.</li> <li>• Willingness to undergo full recruitment checks including enhanced DBS disclosure.</li> <li>• Must be eligible to work in the UK.</li> <li>• Able to work occasional evenings and weekends.</li> <li>• Ability to travel in connection with work.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the importance and impact of Quality Assurance processes.</li> </ul>

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