



## Northumberland Church of England Academy Trust

### Job Description

<b>Title:</b>	Early Years Lead Practitioner
<b>Responsible to:</b>	Director of Early Years
<b>Salary:</b>	Band 5, Term Time + 10 additional days
<b>Responsible For:</b>	You will be responsible for assisting the Director of Early Years in the management of staff in the setting.

#### **Purpose of the job:**

The Deputy Leader will assist the Director of Early Years in the day to day running of two year old provision/30 hours provision / childcare within NCEA Trust. This will include the management of staff and premises, the welfare, learning and development of children and liaison with parents, in accordance with the statutory requirements of the Early Years Foundation Stage Statutory Framework.

In the absence of the Director of Early Years, take full responsibility for all aspects of the operation and provision for two year olds and childcare.

#### **Main duties:**

- In conjunction with the Director of EY, assist in the effective daily management of two year old provision / childcare including deployment of staff and the safety, security, education and well-being of all children, according to the written policies of NCEA Trust, Ofsted registration requirements and all statutory legislation.
- In conjunction with the Director of EY, ensure that all required standards, ratios and conditions of registration are maintained at all times within the nursery.
- Provide a stimulating learning environment where children feel safe and secure
- Organise and implement the key worker system within the nursery.
- Ensure that every opportunity is taken to involve parents in their child's learning.
- Ensure the effective implementation of systems to monitor children's learning are in place in order that individual children's needs and interests are met.
- Ensure that activities that are planned support and challenge children's learning
- Liaise with other professionals to ensure the needs of all children are met.

- Support the Director of EY in organising a programme of staff development to meet the identified training needs and ensure all trainees receive appropriate mentoring, coaching and support.
- Ensure that high standards of safety, security, hygiene, cleanliness and tidiness are maintained at all times and that the building and resources are treated with respect by children and staff.
- Assist with the implementation of performance management.
- Assist with the organisation of regular staff meetings and appropriate training sessions to ensure that staff are kept up to date with legislation and Ofsted requirements.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.



**Northumberland Church of England Academy Trust**

**Person Specification: Early Years Lead Practitioner**

<b>Post Title: Teacher of Children with Severe or Profound and Multiple Learning Difficulties Castle School</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● Working with a similar community with parents/carers and children</li> <li>● Managing in a Pre-School setting</li> <li>● Managing and supervising staff</li> <li>● Managing a budget and resources</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Skills &amp; Competencies:</b></p> <p>Physically capable of discharging the requirements of the post</p> <p>Ability to record information accurately and appropriately</p> <p>Ability to plan and deliver a range of play activities</p> <p>Ability to work with parents/carers supportively and non-judgementally, positively encouraging their involvement in the EY Centre programme</p> <p>Physically capable of discharging the requirements of the post</p> <p>Ability to communicate effectively with young children, their parents/carers</p> <p>A sound understanding of child development and children's needs</p> <p>Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.</p> <p>A commitment to keep children and young people safe by providing a safe environment to learn in</p> <p>A flexible approach regarding hours of work</p> <p>A passion for learning in all aspects of life and for all</p> <p>A commitment to implement and promote Academy policy in all matters</p> <p>A commitment to the ethos and values of the Academy</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Knowledge &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>● Early Years qualification: e.g. NNEB, BTEC Diploma in Nursery</li> </ul>	<p>✓</p>	

<p>Nursing</p> <ul style="list-style-type: none"> <li>● NVQ Level 3 in Childcare and Education</li> <li>● Be entitled to drive a vehicle with between 9 and 16 seats (Category A old style, D1 new style licence)</li> <li>● Knowledge of relevant legislation, policies, procedures and standards</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Physical, mental and emotional demands:</b></p> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	<p>✓</p>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> <li>● Willingness to take a positive and proactive role in own professional development.</li> <li>● Evidence of relevant continuing professional development.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>