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| **Job Title:** Lead Practitioner for Orchard Room and Childcare Provision across the School **Terms and Conditions:** 13 month contract Grade: 9/10 depending on experience Hours: 37 per week - flexible (50.3 weeks per year) **Line Manager:** Headteacher  |

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| **Key Responsibilities:**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the business, but accountabilities will include (or be equivalent in nature to) those listed below: **Curriculum:*** With Nursery School staff, lead the Childcare team to develop integrated care and education of the highest quality for children aged 0 – 5 years
* Plan, develop and deliver a range of activities and experiences to promote learning in all areas within the Early Years Foundation Stage.
* With Nursery School staff, be responsible for the development and coordination of long, medium and short term planning and take the lead in planning provision for children under three years in the Orchard Room.
* Ensure that the attendance and progress of children is monitored, recorded and maintained.
* Ensure that the service respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion.

**Management:*** Be responsible for the day to day management of the Childcare Service.
* Develop a warm, secure, caring and stimulating environment for the children in accordance with the principles and policies of the Nursery School, LA, EYFS and OFSTED.
* Maintain high standards of integrated care and education that ensure the children’s happiness and security and foster the all round growth of each child.
* With Nursery School staff, plan and deliver stimulating programmes to ensure the growth and development of each child using the Early Years Foundation Stage.
* Oversee the organisation of appropriate daily routines.
* With the Leadership Team and Dietician, ensure that catering arrangements promote healthy eating habits and provide the children with their full nutritional requirements.
* Organise, lead and minute regular staff meetings for the Orchard Room Team.
* Maintain good channels of communication between Nursery School Team and Orchard Room Team.
* Record practice in documentation and ensure that practice is reflected upon and developed as necessary.
* Be fully involved in the appointment of Childcare staff.
* With the School Business Manager, maintain, budget for and order resources.
* Liaise regularly with the School Business Manager to monitor the Childcare expenditure and projected income.
* Allocate spaces in the Orchard Room (0 to 3 years) and maintain the waiting list regularly.
* With the Leadership Team and Nursery School staff, allocate nursery places in line with the Admissions Policy and arrange the induction of new children.
* Oversee the conditions of the premises to ensure compliance with current health and safety legislation.
* Ensure that the under 3’s team are aware and carefully implement the policies of the School.
* Take Annual leave during School term times.

**External and Internal Communication:*** Be responsible for the organisation of staff rotas, so that staffing levels are matched to the needs of the nursery and staff receive effective supervision at all times.
* Promote the Childcare provision as a facility within the community.
* With others in the Leadership Team, provide a detailed prospectus for parents and other interested parties.
* Work with staff from outside agencies including Health, Social Care, Early Childhood Services and the Voluntary Sector.
* Form close partnerships with parents and keep them informed regularly about their child’s development.
* Keep up-to-date records and a register of children.
* Make appropriate arrangements for all visitors to the Childcare provision.
* Keep informed of guidelines/directives and policy developments relevant to Early Years Care and Education.
* Understand the integrated nature of the provision and ensure that excellent channels of communication are maintained at all times.

**Staff Development:*** With others in the Leadership Team, monitor staff professional development regularly and set realistic targets for progression.
* Support staff in planning and delivering the curriculum frameworks.
* Attend and promote staff training sessions.
* Monitor and assist in any programmes of training for students.

**Additional Duties:*** Undertake any other tasks necessary to maintain the wellbeing of the children and ensure the smooth running of the Nursery.
* Have a responsibility towards safeguarding and promoting the welfare of children.
* Such other duties as may reasonably be expected of the post holder.
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**Person Specification**

**Lead Practitioner**

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| **Personal Attributes required****(on the basis of the job outline)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****application form / interview / reference**  |
| **Qualifications*** Early Years Professional Status (or equivalent degree)
* Qualification in working with children under five
* Management Qualification
* First Aid
 | EE DD |  Application Form |
| **Experience*** Five years experience working with children aged 0 – 5 years.
* Two years in a supervisory/management capacity.
* Working within the Early Years Foundation Stage.
* Joint working with other agencies and professionals such as Speech Therapists and Social Workers.
* Working in close partnership with parents and carers.
 | EEEDE |  Application  Form/Reference Interview Application Form /Interview  |
| * Demonstrate suitability to work with children
 | E | Interview/Reference/CRB |

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| **Other*** Be committed to developing and maintaining excellent integrated care and education within the Children’s Centre context.
* Be committed to providing equal opportunities to all adults and children.
* Be able to work shifts.
* Be reliable and punctual.
* Enjoy working as part of a team.
* Be willing to undertake training and commit to the personal and professional development of self and other staff
 | EEEEEE | Interview/ReferenceApplication Form/InterviewInterviewInterviewInterviewApplication Form/Interview |