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| **JOB DESCRIPTION** | |
| **POST TITLE: Senior Early Years Practitioner** | **GRADE:** Grade O |
| **RESPONSIBLE TO:** **NURSERY MANAGER/DESIGNATED SUPERVISOR** | |
| DATE: November 2018 | |

1. **Purpose of Job**

* To support children and their families to reach full potential as guided by the following legislation:
  + The Childcare Act 2006
  + Apprenticeships, skills, children and learning Act (ASCL) 2009
  + Safeguarding
* To plan and lead nursery activities in line with Early Years Foundation Stage Development Matters.
* Assess children’s learning and development through accredited evidence based tools and act upon identified need to support children with their next steps.
* To take on the role of a Key worker, supporting children and liaising with parents.

**2. Principal Duties and Responsibilities**

* To work within the nursery setting following the policies of Westfield Primary School.
* To contribute to co-operative working across services in accordance with the school’s vision and values.
* To work with all nursery staff to ensure that both effective internal and external working relationships are maintained with other services, organisations and agencies relevant to the work of the team.
* To be responsible for leading Special Educational Needs across the Nursery and co-ordinating provision for children with SEN.

**Functional**

* To establish positive working relationships with both children and parents/carers to provide the very best outcomes for children.
* To contribute to planning, the promotion and provision of a stimulating, safe and secure learning environment which is inclusive and caring and celebrates equality and diversity for parents and children and encourages positive parent/carer and child relationships.
* To assess, plan and work with the child alongside parent/ carers to support engagement and involvement in their child’s development and learning. This is with the aim of developing parent confidence and skill to play and interact with their child.
* To offer the skills and experience of early education and care, to ensure that children are provided with a seamless service that meets their needs holistically and provides them with the best learning outcomes to support transitions.
* To be aware and ensure the safeguarding of children and families in all services delivered, contributing to case conferences, core assessment, TAC/TAF meetings, CAFS and statements leading to statement of Special Educational Needs.
* Taking a lead professional role where required which involves writing ‘My Plans’, monitoring the delivery and record keeping of targeted provision, undertaking assessments (CAF) planning, coordinating and chairing multi- agency team, reviewing progress.
* Use the Early Years Foundation Stage (or other current frameworks) to ensure the provision of an appropriate curriculum which meets the Welfare Requirements of OFSTED and optimises children’s outcomes.
* To plan and deliver child focused activities in the Nursery – including:
  + Taking a Key worker role.
  + Evaluating the impact and outcomes for children of these activities/ sessions.
  + Observe and document children’s learning and plan for their next steps.
  + Communicate children’s learning needs with parents and carers.
* In partnership with parents and carers to maintain confidential records, ensuring registration and consent forms are completed for each child and kept up-to-date contributing the monitoring and tracking of parents and children’s progress, highlighting and auctioning support where needed. Using accredited tools such as family outcomes star and AcE (Accounting Early for Life Long Learning).
* Comply with and contribute to the updating of Policies and Procedures in consultation with team members and relevant partners.
* To maintain optimum levels of provisions and materials for use in the child-focussed services (e.g.: outreach groups, children’s groups, children’s activities).
* Comply with and follow Health and Safety guidance / legislation and child protection procedures to ensure safety and wellbeing of services users.

1. **Dimensions**

Working with:

* Children and their families
* Nursery Manager and School
* Commissioned outreach Family Support staff
* Members of the Early Year Extended Services Team
* Social Care
* Outside agencies

Health services especially health visitors

Early years settings and schools

Community and voluntary groups

Job centre plus and other return to work services

Colleges

Housing

1. **General**

* Effective team member attending service meetings and undertaking supervision
* Ability to think creatively to ensure the Nursery responds to new challenges as they arise.
* Provide emotional support to distressed parents and children.

1. **Physical effort**

* Occasional need to pick up children in emergencies or if child is distressed.
* Setting up and packing away equipment as necessary and transport of resources.
* Regular work on a computer.
* Child handling, for example placing in a car seat, pushchair or high chair
* Moving of furniture and equipment

1. **Working Environment**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the post holder. It does not form part of the written particulars of employment of the post holder.

It is a school requirement that applicants for this post obtain a Standard/Enhanced Disclosure from the Criminal Records Bureau. A copy of the School’s Policy Statement on the Recruitment of Ex-offenders and Safekeeping of Disclosure Information is enclosed for information.

The School complies fully with the Criminal Records Bureau Code of Practice and a copy is available on request from the Personnel Section.