

## **First Steps (Bath)**

# **Lead Early Years Practitioner**

## **Spinal Points 23 – 24**

### **Job Purpose**

To plan, organise and deliver activities and create learning experiences for children aged between six months and five years (extending up to eight years after school/ in holidays). To support the team to improve outcomes for all children. To work in partnership with parents, carers, partner organisations and other managers and staff within First Steps (Bath). To take on managerial responsibility for the nursery provision within the Community Nursery and Early Years Centre, in the absence of the Community Nursery Manager or Practice Supervisor.

### **Job Description – main duties**

- To plan and organise activities that extend learning support the development of the children as required by relevant legislation including the Early Years Foundation Stage, the Welfare Standards, and the SEN code of practice.
- To manage the children's behaviour and routines in line with the Community Nursery and Early Years Centre policies and guidelines.
- To work within and have an overview a key person system and to adhere to the Community Nursery and Early Years Centre guidelines on the role of the keyperson.
- To maintain objective, accurate and up to date observations, SEN records (on paper or electronically as required) that identify the children's individual needs, abilities, and progress, and use these as a focus for future planning, actively promoting children's participation.
- To undertake meetings, reviews or admissions involving parents, carers and/or other professionals, and to always work in respectful partnership with them.
- To work within and actively promote the Community Nursery and Early Years Centre policies; and take on specific responsibilities as delegated by the Children's Services Manager, e.g. in relation to child protection/ safeguarding procedures, leading practice in aspects of the Early Years Foundation Stage, health and safety policy, inclusion policy, equal opportunities policy and the confidentiality policy.
- To promote excellent practice and contribute to raising the quality of early years provision within the setting.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness, safety and hygiene of the Community Nursery and Early Years Centre environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days to improve skills and knowledge and develop a positive attitude that enhances practice.
- To line manage staff where appropriate for example early years assistants, trainees.
- To supervise students and volunteers working in the Community Nursery and Early Years Centre, including initial interviewing, induction, supervision, and support, and maintaining records as required supported by the manager.
- To undertake specific roles and responsibilities within the Community Nursery and Early Years Centre that may involve attending meetings, leading on, or initiating specific projects (e.g., Healthy Living Week; planning transition to school; Senco support; organising staff training) cascading information and receiving relevant training.
- To deputise for the Community Nursery Manager or in their absence and conduct necessary managerial tasks, including ensuring adequate staff cover to maintain required ratios;

supervising staff deployment; booking in additional children on a temporary basis; unlocking/locking up of the building.

- To be lead professional for families, arrange meetings involving therapists and shared settings.

This is not an exhaustive list, and the post holder may be required to undertake other duties that are necessary for the smooth running of the Community Nursery and Early Years Centre and the welfare of the children in its care.

**Reporting to:** Community Nursery Manager **Based at:** Any site managed by First Steps (Bath)

## **Person Specification**

### **Experience**

- Significant experience (e.g., two years post-qualification) of working in an early years setting
- Experience of working towards or achieving a quality assurance award (desirable)

### **Qualifications**

- Qualified to at least NVQ level 3 in early years and childcare or equivalent.
  - Maths and English GCSE grades A to C / 4 to 9.
- 12 hour Paediatric First Aid Course
- Current Food Hygiene certificate (desirable)

### **Skills**

- Ability to manage behaviour positively with a knowledge of child development that promotes children's individual strengths.
- Ability to manage or participate in meetings effectively, including multi-disciplinary meetings and/or meetings with parents.
- Excellent oral and written communication skills, with the ability to relate well to people of all ages and backgrounds.

### **Knowledge**

- Understanding of the role of Community Nursery and Early Years Centre nationally and within the local area (desirable)
- Knowledge of the requirements and principles of inclusive early years practice
- Knowledge of child protection procedures
- Knowledge of how to provide a safe environment for children.
- And how to model good behaviour for children to follow.

### **Personal qualities**

- Commitment to working in partnership with families, anti-discriminatory and inclusive work.
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection.

### **General**

- Enhanced DBS check required

Effective Date: 1<sup>st</sup> April 2007 Updated December 2008  
Updated (Grade Change) 1<sup>st</sup> April 2009  
Updated May 2019  
Updated (Grade) 01/07/2021.  
Updated April 2023