

# Job Profile – Childcare/Extended Schools Early Years Lead Practitioner (Section 27)



<b>Job purpose:</b>	To manage high quality childcare provision for children in line with current legislation.		
<b>Reporting to:</b>	Headteacher or Foundation Stage Lead		
<b>Responsible for - Staff</b>	Line management of childcare staff		
<b>Liaising with:</b>	Children, parents/carers other members of staff		
<b>Grade of post:</b>	G6	<b>Gauge ref:</b>	A356
<b>Disclosure level:</b>	Enhanced		

## Job Outline

- To be responsible for the care and supervision of children (aged 0-5) at all times and in line with EFYS and all other relevant legislation.
- To support the Headteacher in the recruitment of child care staff and ensuring that professional duties and conditions of employment are fulfilled.
- To work in partnership with parent/carers, Ofsted and other external agencies.
- To be responsible for completion of all childcare contracts, monitoring of advance payments, suspension of childcare places, occupancy and staff rotas.
- To chair meetings including parents meetings as required.
- To be responsible for marketing strategies in order to raise the profile of the setting within the community.
- To develop IEP's and to plan learning activities.
- To carry out operational administrative duties.
- To assist the Senior Leadership team in ensuring that all relevant policies and procedures are up to date and comply with current legislation and the school/LA.
- To take responsibility as the designated person for Safeguarding if required.
- To implement short, medium and long term curriculum plans to support children's intellectual, physical, social, language and development and to assist with the planning of learning activities.
- To establish and monitor an appropriate play and learning environment.
- To provide personal care and respond to hygiene needs if required.
- To provide detailed specialist provision in particular areas for children as required
- To establish constructive relationships with children, interacting with them according to their individual needs.
- To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy.
- To promote inclusion and acceptance of all children.
- To arrange and chair meetings with parents/carers, managers and other staff.
- To be committed to safeguarding children at all times and follow associated procedures.

## Other Specific Duties

The Early Years Lead Practitioner may be requested to take responsibility for special educational needs co-ordination, safeguarding co-ordination or early language co-ordination. To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area. To participate in the staff review and development appraisal process.

## Health and Safety Training

To undertake Health and Safety Training on areas within your area of work.

**SIGNATURES / AUTHORISATION**

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print Name Jobholder: \_\_\_\_\_ NI No: \_\_\_\_\_

School Name: \_\_\_\_\_

DFES \_\_\_\_\_

# Person Specification / Selection Criteria Extended Schools/Childcare Nursery Lead Practitioner (Section 27)



## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age or learning need (of which 2 years will have been gained in an early years setting)	E		A, I, R
Experience of developing and implementing learning plans	E		A, I, R
Supervisory/line management experience	E		A, I, R

## B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 in early years/child care/play work or NNEB Certificate and Diploma	E		
NVQ level 4 in early years/child care/play work/childcare/ or equivalent or willingness to work toward within an agreed timescale		D	A, I
ILM/NEBS or similar qualification		D	A, I
Excellent numeracy and literacy	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Commitment to undertake further relevant training	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I
Willingness to undertake safeguarding training	E		A, I
To have attended at least one of the following: ELKLAN, ECAT, toddler talk, letters and sounds or SENCO training		D	A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge and understanding of the Birth to Three Framework and statutory framework for Early Years and Foundation stage	E		A, I
Knowledge of relevant legislation, policies and codes of practice	E		
Knowledge of child development and learning processes	E		A, I
Knowledge of Health and Safety policies and procedures	E		A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Excellent communication skills	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to support learning	E		A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I