



Job Description

Job Title:	Lead Practitioner	Date Reviewed: August 2016
Reports to:	Lead Practitioner with Early Years Teacher status, Senior Early Years Professional	
Principally relates to:	Nursery manager; children and their parents/carers; other nursery staff and trainees	
Purpose of the role:	To ensure the efficient functioning of the Unit so that the physical, emotional, social and intellectual education and care provided for the children there is of the highest standard.	

Main areas of responsibility

Children's care, development and learning

- Ensuring the provision of a safe and stimulating environment that meets the needs of individual children at different stages of development.
- Organising the planning, implementation and evaluation of age and stage appropriate activities designed to encourage children's learning and development and the Early Years Foundation Stage

Key worker

- Taking main responsibility for the well-being of a key group of children on a daily basis.
- Co-ordinating the planning and record keeping for individual children in your key group.
- Ensuring that information about these children is exchanged with their parents and where appropriate other nursery staff.

Assessment and record-keeping

- Assisting in the development and implementation of systems to monitor, assess and record child development.
- Ensuring that the records of children in the Unit are accurate, well-organised and up-to-date
- Maintaining confidentiality about information recorded and exchanged.

Policies and procedures

- Implementing the setting policies and procedures so that consistent standards are maintained across all areas of work.
- Ensuring all members of staff within the Unit are familiar with the settings policies and procedures and work within them.
- Contributing to the reviewing of policies and procedures

Health and safety

- Carrying out regular inspections of the Unit's equipment, furniture, fixtures and fittings and acting on the findings to maintain a safe work and play environment.
- Ensuring high standards of hygiene and cleanliness are maintained within the Unit.
- Maintaining a record of incidents occurring and action taken in the appropriate record book.
- Observing all health and safety procedures so that risks to the health and safety of children, staff and visitors are minimised.



Leadership and support

- Inducting, line managing and appraising staff in your Unit.
- Ensuring trainees and students on placement in your Unit are settled-in and supported in their learning.
- Acting as key contact in the flow of information between the Nursery Manager, Unit staff and parents of children in the Unit.
- Assisting with the planning and organisation of staffing schedules.
- Participating in regular supervision and staff meetings.
- Fostering by example a proactive approach to team working across the centre
- Acting as key contact for the setting in the absence of the Manager and Deputy Manager.

Continuing Professional Development

- Updating knowledge of the work and gaining new skills by a variety of methods, e.g. by participating in workshops and training sessions and sharing knowledge acquired with colleagues.
- Undertaking responsibility for specialist areas of nursery practice as required, e.g. health and safety, behaviour management, special needs co-ordination, Safeguarding
- Complete regular Safeguarding training

General

- Providing cover and care at short notice in the event of unforeseen circumstances, e.g. uncollected child, in order to maintain adequate staffing levels.
- At all times to act as an ambassador for the nursery and to maintain its reputation as a setting of excellence.
- Any other duties as may reasonably be expected of a Lead Practitioner.

Special features

- Working some evenings will be required for e.g. staff meetings, parents' evenings, training.
- Appointment is subject to enhanced disclosure from the Criminal Records Bureau and Disqualification by Association disclosure

Details of Education required and qualifications needed

- NNEB or equivalent, e.g. BTEC Diploma in Nursery Nursing or NVQ level III in Childcare

Details of special skills/experience/aptitudes needed

- Six months experience working in a similar setting
- Supervisory experience would be useful
- Enthusiasm and commitment to provide first class child care
- Interest in developments in the field of Early Years learning
- Working knowledge of OfSTED and the Early Years Statutory Guidance
- Physically able to carry children
- Ability to work as a team player
- Ability to be discreet and maintain confidentiality about information received
- Good verbal and written communication skills
- Good organisational skills