



## Job Description

<b>Job Title:</b>	Lead Practitioner	<b>Date Reviewed:</b> September 2018
<b>Reports to:</b>	Nursery Manager	
<b>Principally relates to:</b>	Nursery Manager; children and their parents/carers; Room staff, other nursery staff and trainees	
<b>Purpose of the role:</b>	To ensure the efficient functioning of the Room so that the physical, emotional, social and intellectual education and care provided for the children 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 their 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.
- Cohort trackers – Collating tracking information for all children in their room and use the data to inform activity and provision planning.
- Ensuring that the records of children in the Room are accurate, well-organised and up-to-date.
- Maintaining confidentiality about information recorded and exchanged.

#### Policies and procedures

- Implementing the Setting's policies and procedures so that consistent standards are maintained across all areas of work.
- Ensuring all members of staff within the Room are familiar with the Setting's policies and procedures and work within them.
- Reporting any breaches of policy or procedures as required.
- Contributing to the reviewing of policies and procedures.



### **Health and safety**

- Carrying out regular inspections of the Room'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 Room and adhered to elsewhere in the Setting.
- 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.

### **Supervision and support**

- Inducting staff into the Room in line with the induction programme
- Delegating tasks within the room and ensuring these are completed to a high standard.
- Ensuring trainees and students on placement in your Room are settled-in and supported in their learning.
- Acting as key contact in the flow of information between the Nursery Manager, Room staff and parents of children in the Room.
- 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 nursery
- Acting as a point of contact for the setting in the absence of the Manager and Deputy Manager, referring actions and enquiries as appropriate.

### **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 Disclosure and Barring Service (DBS) 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