



Job Title: Lead Practitioner

Job Purpose: To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

Salary: £20,257 - £24,490 (dependent on experience)

Contract: Fixed Term (6 months initially, with the potential for a further 6 months)

Location: Brenty & Henbury Children's Centres

Reporting to: Director, Daycare Lead, Daycare Managers

Responsible for: Early Years Practitioners, Nursery Assistants, Children, Students & Volunteers.

Hours of work: 38.5 hours each week to cover between the hours of 8am and 5.30pm, Monday to Friday. This post is all year round.

Key responsibilities of the role include:

To inspire, motivate the support the team to develop and implement all aspects of the Early Years Foundation Stage, supporting the team to plan, organise and resource the nursery environment both in and out of doors to enable each child to reach his or her full potential. Establish positive relationships with children to facilitate their learning and development, forming positive relationships with parents/carers to be active participants in their child's learning. To foster and develop the abilities, social skills and understanding of children aged 2-4 years to support their optimum development, whilst promoting the community ethos of the Centres.

Lead a small team of Early Years Practitioners and Assistants who are central to the care and education of the children, setting high expectations which are shared with others, acting as a role model for the Centre teams. Provide daily support and advice to the team ensuring high quality provision. Support practitioners to improve the quality of care, learning and development and in the delivery of a high quality curriculum and range of learning and development opportunities to all children. Work with the Deputy Manager and Practice Leads in identifying individual strengths and training needs.

Take a leading role for the planning and delivery of AcE within a designated area, carrying out key person meetings and offering ideas on how to support and extend children's learning catering to their individual needs.

Duties and responsibilities include, but are not confined to the following:

1. Children

Be responsible for all children left in your care, promoting and valuing children's experiences within an anti-discriminatory framework, taking over-all responsibility for maintaining a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Use creative and practical skills to prepare and present learning materials, fostering respectful and warm relationships with children by taking part in well planned activities with them, role-modelling good practice to others.

Ensure that the individual needs of every child are recognised, taking positive action to meet any additional needs that may be identified.

Monitor and maintain records on each child's development in your Keyworker group whilst supporting the team to achieve this.

Ensure records of children's developments within AcE are maintained and data obtained is analysed and utilised to support development, highlighting children's areas of concern and strength.

Liaise with parents, other team members and professionals as appropriate.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Be aware of and implement all of the Centre's Policies including Child Protection, Equal Opportunities and Behaviour Management.

2. Parents

Work in close partnerships with parents, supporting their participation in their child's learning and in the life of the Centre. Increasing parents understanding and expertise of their child's development.

Ensure effective communication with parents by participating in parent's evenings and other events, producing and sharing information and responding to enquires/concerns.

To show support for parents as stakeholders of the Centres, developing an understanding of the workings of the Trustees.

3. Across Centre Responsibilities

Work with the Lead teacher, Birth to Three leader and other Practice Leads to share knowledge and to support the team to plan, monitor and co-ordinate practice across the Centres, planning experiences and activities that are challenging but achievable.

Work with colleagues to develop and implement coherent systems for tracking children's and families' progress and evaluating outcomes within the framework of multi-agency working.

Support the team to assess and maintain records of progress for each family, meeting the requirements for the observation, assessment and recording of the child's development.

Communicate effectively with the Birth to Three Leader and room team the outcomes of AcE and resulting individual action plans.

Assist the team to establish the centre in the daily life of the community.

Attend training courses and keep up with current good practice.

Become involved in Centre activities, such as special projects.

Undertake other duties as required in keeping with the purpose of this post.

Individual Specification

Essential

1. A minimum of Level 5 qualification or working towards in a related field (e.g. Childcare, health, play)
2. 5 years' experience of working in an early years setting, two of which should be at supervisory level
3. Knowledge of the educational and developmental needs of children aged 0-3 years
4. An excellent knowledge of the EYFS with experience of leading the early years curriculum
5. An ability to evaluate all aspects of work
6. An ability to track children's progress and plan accordingly
7. Experience of leading a diverse team
8. Knowledge of, and commitment to equal opportunities, health and safety and child protection policies and procedures
9. Ability to communicate effectively with children and parents/carers in order to:
 - a. Advocate on another's behalf
 - b. Build trusting relationships
 - c. Motivate and empower others
10. Excellent literacy and IT skills
11. Be flexible and able to use initiative at all times
12. Ability to find out and share information

13. Demonstrable knowledge of Child Protection and Safeguarding procedures

Desirable

- 14. Knowledge of Child Protection procedures
- 15. Early Years Teacher or Early Years Professional status
- 16. Willingness and ability to complete further training
- 17. Experience of promoting and publishing services for children and families
- 18. Experience working within a local community and its social issues, including supporting vulnerable families and children
- 19. Experience of working with children with additional needs

Application information

Completed application forms must be received by: 9am Thursday 24th August 2017.

Email documents to: brentry@bhchildrenscentre.org.uk

For further information please call 0117 959 3800

Interviews to take place: Wednesday 30th August 2017.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place shortly after the closing date. Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.