



The Northumberland Church of England Academy

Job Description

Title:	Early Years Senior Practitioner
Responsible to:	Director of Early Years
Salary:	Band 4 (£20,092- £21,748 pro rata)
Responsible For:	To assist the Nursery Manager with duties that ensure the effective provision for all children within the setting.

Purpose of the job:

To support the Director of Early Years/ Nursery Manager in implementing the welfare, learning and development requirements in the setting. In the absence of the Nursery Manager, to take full responsibility of the running of the nursery for short periods of time under the guidance of the Director of Early Years.

Main duties:

- To work alongside the Director of Early Years / Nursery Manager and staff team to ensure that the setting's philosophy is fulfilled.
- To support the Director of Early Years /Nursery Manager with meeting the requirements of NCEAT policies, the EYFS Statutory Framework and all other legislation relevant to the childcare provision for 0-5 year olds within the setting.
- In conjunction with the Director of Early Years and the Nursery Manager, ensure that all required standards, ratios and conditions of registration are maintained and met at all times.
- Implement policies and procedures to ensure the welfare requirements of the EYFS Statutory Framework are met.
- Plan appropriate learning experiences that meet the needs of the age and stage of development of the children and that meet the learning and development requirements of the EYFS Statutory Framework.
- Ensure all planning, assessment and recording and reporting systems are undertaken in line with the learning and development requirements of the EYFS Statutory Framework including the two year old statutory progress check.
- Ensure that each member of the team is clear about their roles and responsibilities within the setting, for example their role as a key worker.

- Provide and maintain a stimulating, appropriately resourced learning environment both indoors and out that is safe and welcoming for all children.
- Provide effective liaison with parents on a day to day basis regarding the welfare, learning and development of the children, supporting them in their involvement in their child's learning.
- Liaise with other professionals when appropriate to ensure that the needs of all children are met.
- Take responsibility for maintaining high standards of cleanliness and tidiness within the nursery, ensuring that resources are well maintained.
- Participate in performance management and access necessary training or professional development.
- Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.



The Northumberland Church of England Academy

Person Specification: Early Years Senior Practitioner

	Essential	Highly Desirable	Desirable	Of Clear Additional Value	Of Potential Additional Value	Means of assessment
<u>Qualifications</u>						
Early Years qualification: e.g. NNEB, BTEC Diploma in Nursery Nursing	*					application
NVQ Level 3 in Childcare and Education		*				application
Be entitled to drive a vehicle with between 9 and 16 seats (Category A old style, D1 new style licence)			*			Application interview
<u>Experience of</u>						
Working with a similar community with parents/carers and children	*					application
Managing in a Pre-School setting			*			application
Managing and supervising staff			*			Application interview
Working with babies		*				Application / interview
<u>Knowledge/Skills/Aptitudes</u>						
A sound understanding of child development and children's needs	*					Application interview
Ability to communicate effectively with young children, their parents/carers	*					Application interview
Ability to work with parents/carers supportively and non-judgementally, positively encouraging their involvement in the EY Centre programme	*					Application interview
Ability to plan and deliver a range of play activities	*					Application interview
Knowledge of relevant legislation, policies, procedures and standards	*					Application interview
Ability to record information accurately and appropriately	*					Application interview
Physically capable of discharging the requirements of the post	*					Application interview
<u>Characteristics</u>						
A flexible approach regarding ours of work	*					Application interview
A commitment to keep children and young people safe by providing a safe environment to learn in	*					Application Interview
Commitment to identify children and young people who are suffering or	*					Interview

likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.						
A passion for learning in all aspects of life and for all	*					Application interview
A commitment to implement and promote Academy policy in all matters	*					Application Interview
A commitment to the ethos and values of the Academy	*					Application interview