**Job Description**

**Senior Early Years Practitioner**

**Salary:** £24,169 full time (£11.62ph)

**Working Hours:** 40 hours per week full time

**Holiday Entitlement:** 28 days (inclusive of bank holidays) pro rata

**Summary of Role**

To lead the team within the room you are working. To lead them in safeguarding the children at all times ensuring excellent education and care. Providing children with stimulating opportunities to learn through play and develop holistically. To play an active role with the senior management team.

**Duties & Responsibilities**

* To provide and lead on a high standard of physical, emotional, social and intellectual care for children while promoting communication and language.
* To supervise staff, students and apprentices within the relevant room and contribute towards a high achieving, proactive and professional team taking into account equality and inclusion.
* To ensure all daily routines are adhered to by all staff within the room.
* To support the implementation of the curriculum in line with the requirements of the Early Years Foundation Stage (EYFS), Ofsted registration and inspection criteria.
* Ensure strict adherence to all safeguarding and child protection policies and procedures, following best practice at all times.
* To take responsibility for the safety of children in your care at all times.
* Ensure all accident and health & safety procedures are followed by yourself and the staff working within your room.
* Keep full and up to date, Learning Journals (as records of achievement and next steps) on all key children through effective observation and assessment, and also ensure the staff within the room adhere to this.
* Work closely with parents/carers of children to ensure support and full integration in the setting, making all parents and visitors feel welcome by acting in a professional and friendly manner.
* To oversee and run an effective key person system within your room.
* Motivate, inspire and support a team of Early Years Practitioners in the delivery of best possible practice to meet the needs of parents, children and families.

**Person Specification**

**Essential**

* Confident and approachable when dealing with children and families
* A good understanding of the EYFS statutory framework and guidance
* A sound working knowledge of child protection and safeguarding principles
* An understanding of health and safety requirements
* A good understanding of child development
* Punctual and reliable
* The ability to maintain confidentiality
* Ability to lead a team
* Experience of working on own initiative within changing frameworks
* Good organisational skills
* Excellent interpersonal and communication skills
* Flexibility in working hours and the ability to adapt
* Creative and practical
* Willingness to accept direction and a desire to learn
* NVQ 3 in childcare or equivalent
* Minimum of grade C at GCSE (Level 2) or equivalent in English and Maths

**Desirable**

* Current clean driving licence
* Good computer skills

***Children and Families Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults.*** *All applicants will be thoroughly vetted for their suitability to work with these groups. Applicants for posts that are exempt from the Rehabilitation of Offenders Act will be asked to undertake a Disclosure and Barring Service (DBS) check. Any offer of employment and continued employment will be contingent upon satisfactory vetting results and checks made prior to and during employment where required.*