

## **First Steps (Bath)**

### **Lead Practitioner**

### **Early Years Specialist Service.**

**Senior Practitioner Grade, Spinal Points 23 – 24**

#### **Job Purpose**

To plan, organise and deliver high quality, specialist Early Education and Care for a group of children 2 to 5 with special educational and or complex health needs. To work within an anti-discriminatory and inclusive environment and support a team of Early Years Practitioners to facilitate the holistic development of children with SEN.

To take on managerial responsibility for the nursery provision within the specialist provision in the managers or practice supervisors absence.

#### **Job Description – main duties**

- To lead on the planning and organisation of activities that extend learning, supporting the development of children with SEN as required by relevant legislation including the Early Years Foundation Stage, the Welfare Standards, and the SEN code of practice.
- To manage the children's behaviour and routines in line with First Steps policies and guidelines.
- To contribute to individual and team, staff training plans, ensure that staff model positive values, attitudes, and professional behaviour, and facilitate two-way communication between the staff team and SMT, through regular staff meetings and feedback.
- To work within and have an overview a key person system and to adhere to the First Steps guidelines on the role of the key person.
- To maintain objective, accurate and up to date observations, SEN records (on paper or electronically as required) that identify the children's individual needs, abilities, and progress, and use these as a focus for future planning, actively promoting children's participation.
- To lead on plans, organise and set up activities that extend learning.
- To undertake meetings, reviews or admissions involving parents, carers and/or other professionals, and to always work in respectful partnership with them.
- To support families to understand the remit of the early years specialist service and develop their confidence and trust in shared early years placements.
- To work within and actively promote First Steps policies; and take on specific responsibilities as delegated by the Manager, e.g., in relation to child protection/ safeguarding procedures, leading practice in aspects of the Early Years Foundation Stage, health and safety policy, inclusion policy, equal opportunities policy and the confidentiality policy.
- To promote excellent practice, through coaching and mentoring which contribute to raising the quality of early years provision within the setting and children's shared placements.
- To allocate and share tasks necessary as part of the general upkeep, tidiness and cleanliness, safety and hygiene of the setting environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days to improve skills and knowledge and develop a positive attitude that enhances practice.
- To supervise early years assistants, trainees, students, and volunteers working in the setting including initial interviewing, induction, supervision, mentoring and support, and maintaining records as required with support from the service manager.

- To undertake specific roles and responsibilities within the specialist provision that may involve attending meetings, leading on, or initiating specific projects (e.g., Healthy Living Week; planning transition to school; Senco support; organising staff training) cascading information and receiving relevant training.
- To deputise for the specialist service manager or practice supervisor in their absence and carry out necessary managerial tasks, including ensuring adequate staff cover to maintain required ratios; supervising staff deployment; unlocking/ locking up of the building.
- To be lead professional for families, arrange meetings involving therapists and shared settings.

This is not an exhaustive list, and the post holder may be required to undertake other duties that are necessary for the smooth running of the Community Nursery and Early Years Centre and the welfare of the children in its care.

**Reporting to:** Early Years Specialist Service Manager

**Based at:** Bath Opportunity Preschool, Early Years Specialist Service, Broadlands Academy Saint Francis Road, Keynsham BS31 2DY.

## **Person Specification**

### **Experience**

- Significant experience (e.g., two years post-qualification) of working in an early years setting.
- Experience of working towards or achieving a quality assurance award (desirable)
- Experience of working with children with SEN

### **Qualifications**

- Qualified to at least NVQ level 3 in early years and childcare or equivalent.
- Maths and English GCSE grades A to C / 4 to 9.
- Level 3 SENCO qualification (desirable)
- 12 hour Paediatric First Aid Course
- Current Food Hygiene certificate (desirable)

### **Skills**

- Ability to manage behaviour positively with a knowledge of child development that promotes children's individual strengths.
- Ability to manage or participate in meetings effectively, including multi-disciplinary meetings and/or meetings with parents.
- Excellent oral and written communication skills, with the ability to relate well to people of all ages and backgrounds.

### **Knowledge**

- Understanding of the role of a specialist early years' service within the local area (desirable)
- Knowledge of the requirements and principles of inclusive early years practice
- A sound knowledge of interagency child protection procedures

### **Personal qualities**

- Commitment to working in partnership with families, anti-discriminatory and inclusive work.

- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection.

**General**

- Enhanced DBS check required.
- Full driving licence and use of a vehicle for work purposes with business use insurance.

Updated in line with the Early Years Specialist Service Contract  
Effective Date: September 2023