

## **First Steps (Bath)**

# **Senior Early Years Practitioner**

## **Senior Basic Grade, Spinal Points 19 - 20**

### **Job Purpose**

To plan, organise and deliver activities and create learning experiences for children. To work within an anti-discriminatory and inclusive environment and support the team to facilitate the holistic development of all children, enabling them to reach their full potential. To provide management cover on occasions in the absence of more senior managers.

### **Job Description – main duties**

- To lead on the planning and organisation of activities that extend learning, actively promoting children's participation as assigned by the lead early years practitioner.
- To produce accurate and effective observations to assess the children's progress and the effectiveness of the learning environment.
- To work to support the development of the children within the Early Years Foundation Stage Guidance.
- To develop appropriate play opportunities for school age children (attending before or after school and/or in the holidays), that maximise the use of the outdoor environment.
- To manage the children's behaviour and routines in line with the nursery's policies and guidelines.
- To work within a key person system and to adhere to the nursery guidelines on the role of the keyperson.
- To maintain objective, accurate and up to date records that identify the children's individual needs, abilities, and progress, and use these as a focus for future planning.
- To always work in respectful partnership with parents, carers, and other professionals.
- To work within the community nursery and early years centre health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within the nursery's safeguarding and child protection policy and procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the nursery 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 undertake specific roles within the community nursery or in partnership with other professionals, that will involve attending meetings, receiving relevant training, and cascading information.
- To maintain a high level of professionalism, both inside and outside the community nursery and early years centre.
- To provide management cover on occasions in the absence of lead early years practitioners, including locking/ unlocking of the building.
- To advise, assist and supervise the work of staff volunteers and students within the setting, mentoring and coaching staff as directed by the Lead Early Years Practitioner.

- To undertake any other tasks, as requested by the management team, that are necessary for the smooth running of the community nursery and the welfare of the children in its care.

**Reporting to:** Children's Services Manager

**Based at:** Any site managed by First Steps (Bath)

## **Person specification**

### **Experience:**

- Post-qualifying experience (e.g., one or more years) of working in an Early Years setting.
- Experience as a parent/carers (desirable)

### **Qualifications:**

- Maths and English GCSE grades A to C / 4 to 9.
- NVQ Level 3 care and education or equivalent
- 12 hour Pediatric First Aid Course (Desirable)

### **Skills:**

- Ability to manage behaviour positively
- Ability to participate in meetings effectively, including multi-disciplinary meetings and/or meetings with parents
- Good communication skills, able to relate well to people of all ages and backgrounds.
- Ability to handle information securely and confidentially.

### **Knowledge**

- Knowledge of Early Years Curriculum Guidance for the Early Years Foundation Stage
- Knowledge of the principles of inclusive early years practice
- Knowledge of safeguarding and child protection procedures
- Knowledge of how to provide a safe environment for children and how to model good behaviour for children to follow

### **Personal Qualities**

- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice.
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection.

### **General**

- Enhanced DBS check required.

Effective date: 1<sup>st</sup> April 2007

Last Updated: 6<sup>th</sup> March 2008 By: Helena Thompson

Updated (Grade Change) 1<sup>st</sup> April 2009

Updated June 2019

Updated May 2023

