



JOB DESCRIPTION

Job title: Senior Early Years Practitioner

Responsible to: Managers and Deputy Managers

Purpose of job: Responsible for the day to day running of the room at the Preschool Supervising and supporting the staff team working closely with management. Act as a key holder in absence of the management team. Work as a key person, ensuring that the children have a safe, high-quality education and care which meets the individual needs of children attending the setting.

Safeguarding requirement: Towers Tiny Tots is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

1. Support and supervise the team with their planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance. Ensuring that the room is well resourced to create a welcoming and inclusive environment for children's development.
2. To act as a key holder with responsibility of the setting including opening and locking up, in the absence of the management team.
3. To supervise practice and routines of the team, ensuring consistency and helping to develop the team through the sharing of knowledge and giving of advice where required. Including identifying any training needs of the team to management.
4. To attend and actively participate at meetings, supporting the management team, within opening hours and also out of hours of the setting as required. These meetings could include team meetings, parents' evenings, supervision meetings.
5. Building an effective relationship with the team to facilitate the provision of safe, high-quality education and care which meets the needs of the children each day.
6. To supervise and help to set up for the daily program and to help tidy away at the end of

the session.

7. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
8. To work in partnership with parents/carers and other family members.
9. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
10. To take action to support the setting improvement to achieve and maintain a minimum good OFSTED rating at the next inspection.
11. To teach children, offering an appropriate level of support and stimulating play experiences.
12. To ensure that children are kept safe and that you understand when to follow child protection and safeguarding procedures.
13. To support meal times within the setting.
14. To attend training courses as required and to take responsibility for personal development, using our online training portal.
15. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job, including complying with the requirements of the General Data Protection Regulations.
16. To adhere to the settings policies and procedures. Including assisting the management team with reviewing and developing the policies and procedures.
17. To ensure that adequate records are kept and updated regularly. Including recording and contributing to the resolution of any complaints and highlighting these to the managers if required.
18. To promote the setting to current parents and potential customers by maintaining a professional approach when dealing with staff, current parents and potential customers.
19. To undertake any other reasonable duties as directed by the Committee or Managers, in accordance with the settings business plan and objectives.

Additional information:

- It is in the nature of the setting that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way and when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken.
- Towers Tiny Tots may ask you to provide staff cover at a different setting within the group.

- DBS; this post is subject to an enhanced criminal record check by the Disclosure and Barring Service.
- Probationary period: All posts within Towers Tiny Tots are subject to a six month probationary period.
- This post is exempt from the Rehabilitation of Offenders Act 1974. Staff must be prepared to disclose any convictions they may have had and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person specification:

Essential criteria

1. Willingness to learn and undertake further training.
2. Level 2 early years education and childcare qualification or equivalent and a commitment to obtaining a level 3 early years education and childcare qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of safeguarding and child protection procedures.
7. The ability to recognise what good practice 'looks like' and be able to confidently promote it.
8. The ability to manage time and workload effectively.
9. Good communication skills.
10. A commitment to promoting an ethos of effective inclusion to all users, visitors, staff and the local community.
11. An understanding of play-based approaches to children's learning and development.
12. A commitment to continuously promote a culture of wellbeing and safeguarding.
13. A commitment to equal opportunities.
14. A commitment to working effectively with young children and families.
15. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Level 3 early years education
2. Current First Aid at Work qualification
3. Previous experience of leading a team.
4. Previous experience of training staff.