

JOB DESCRIPTION

Employment Details	
Job Title	Nursery Room Lead EYFS Practitioner
Reports to	Principal
Salary Band	WHFNJC L

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
The role of the Nursery Room Lead EYFS Practitioner is to work with other EYFS and nursery practitioners to ensure that all children attending the setting within the nursery room receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs and support all aspects and components of the Early Years Foundation Stage curriculum.

Responsibilities
Care and Education - To lead other EYFS practitioners within the nursery room to provide high standards of care and education within the nursery, including the creation of stimulating, language-rich environments, providing appropriate resources and inspiring experiences to children. - To Lead responsibility of the nursery room. - Comply with the statutory framework for the Early Years Foundation Stage (EYFS) - To ensure that activities take into account the individual needs of each child by implementing the key worker system and building relationships with a designated group of children and their families. - To oversee keyworkers for all children within the nursery room. - Observe, support and extend children's learning. - Ensure all daily routines are adhered to and ensure effective planning, assessment and record keeping for children, using the EYFS framework for guidance. - To set up the room each term, ensuring resources are available in keeping with the chosen theme. - Create and deliver all online activities including daily videos, weekly phonics videos and follow up with parents for welfare checks. - To be the main point of contact for parents / carers and conduct nursery visits for parents / carers of prospective new children. - Set up all 'Tapestry' / 'Seesaw' or other learning monitoring accounts for the nursery's preferred system.

- To authorise all observations on the learning monitoring system (e.g. 'Tapestry' / 'Seesaw') for the nursery room and ensure all areas of the EYFS curriculum are covered.
- Work in partnership with parents/carers to ensure they are kept fully informed and included in record keeping, monitoring and reviewing the progress of their child, to include conducting meetings with parents.
- Working with all stakeholders to ensure they have a full and active role in developing excellent provision.
- Demonstrate inclusive practice at all times.
- Promoting the welfare of the children and ensure that the children are kept safe and Safeguarding Procedures are followed where necessary.
- Work with the Early Years Team to continuously improve quality of childcare and education within the nursery room.
- Liaise closely with other professionals (including the SENCO) to ensure a holistic approach is established to meet the needs of each child.
- To be responsible for evidencing children's learning through the nursery's learning journey format, and also identify gaps in children's learning.
- Ensure daily, medium and long term plans are in place and followed for phonics programmes.
- Submit 100 day plans and 'My Learning' plans.
- To write timely end of phase reports as requested by the local authority.
- To assess children using the school's preferred system and produce reports for children in the room.
- Progress data drops
- To ensure a smooth transition from previous nursery rooms and into subsequent nursery rooms.

Personnel

- Lead staff within the room on a day to day basis.
- Attend weekly staff meetings as EYFS Nursery Room Lead.
- Set up timetables and rotas for the room.
- Maintain a positive attitude at all times with children, parents, carers, visitors and work colleagues.
- Ensure confidentiality, where appropriate, is maintained.
- Work as a team with other team members and undertake any other duties as reasonably requested by line management.
- To actively participate in all self-development activities including Performance Management Reviews, 1:1 meetings and interim performance reviews.
- Attend regular team meetings, planning meetings and undertake training as required.

Facilities

- Ensure efficient and effective use of available resources reflecting diversity.
- Undertake a shared responsibility to ensure the premises, garden and equipment are well maintained and meet Health & Safety/EYFS requirements.
- Ensure the nutritional needs of the children are met and the Food Safety Regulations are complied with.

Health and Safety

- Take responsible care for the health & Safety of themselves and colleagues and children who may be affected by acts or omissions at work.
- Demonstrate the highest standard of hygiene and cleanliness at all times.
- Follow the School/Federation dress code at all times.
- Ensuring the premises and the environment are safe, clean, tidy and well maintained.

- Report any safeguarding issues encountered to your Designated Safeguarding Lead / Deputy Designated Safeguarding Lead, , ASAP.

Quality Assurance

- Follow School/White Horse Federation policy and procedures.
- Work with the Senior Leadership Team and inspectors during inspections by regulatory bodies and assist in the implementation and any recommendations made by those external bodies or recommendations made following a programme of internal audits.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
- Recognised qualification Level 3 - Commitment to own professional development	Willingness to attend further relevant study
Skills and Experience	
Essential	Desirable
- Knowledge of effective strategies for raising standards - Ability to work effectively within a team - Experience of using assessment for learning effectively to ensure good progress - Experience of tracking and assessing across EYFS framework - Knowledge and success in positive behaviour management - Ability to develop a challenging, creative, effective and stimulating curriculum - Thorough knowledge of the EYFS curriculum - Be prepared to challenge underachievement - An up to date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and young people - Flexibility and enthusiasm - Commitment and willingness to involve yourself in the life of the school - Excellent inter-personal skills and communication skills with all stakeholders - Commitment to developing positive relationships with pupils and families	- Experience of setting and reviewing own targets for performance management/appraisal - Ability to lead musical / creative activities - A clear personal philosophy of education and vision for the future - Ability to use a range of interactive technology to enhance the curriculum and engage learners - Understanding of a range of techniques to develop independent and collaborative learning - Be a reflective practitioner
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Federation.	

