

HONEYCROFT JOB DESCRIPTION

JOB TITLE	Early Years Lead Practitioner (0 to 2 year olds)
DAYS OF WORK	Part time & full-time hours available to fit work / life balance. Minimum 18hrs up to 37hrs per week available all year.
RATE OF PAY	From £12.65 to £14 per hour
LINE MANAGER	Services Manager
ANNUAL LEAVE	4 weeks plus bank holidays in addition, extra day allowance for 'birthday' month after one year of service

AIM OF THE POSITION

To work in a supervisory role as part of a team of early years' practitioners to deliver exceptional childcare in a safe and stimulating environment.

ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of all policies ensuring all procedures are reinforced and correctly adhered to at all times.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the quality of the staff team by developing own knowledge of child development, taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

SPECIFIC TO THE ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by;
 - a) Overseeing the day to day running of the 0 to 2 year olds service.
 - b) Acting as supervisor for agreed team members, conducting supervision and appraisals, whilst working closely with the wider team of volunteers, workers and students.

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- c) Ensuring the general health, safety and welfare of the children attending each session including the personal care, medication, and special dietary requirements.
- d) Being responsible as a keyworker conducting regular observations and agreed methods of tracking and monitoring to capture the development of each child attending the service, ensuring all data is relevant and up to date. In addition to completing the initial assessment with parents for all under 2 year old new starters.
- e) Maintaining children's information and ensuring all data is collected and up to date including registration forms, accident forms, daily registers, day journals, assessments, or subsequent reports as required.
- f) Overseeing the planning and delivery of a programme of activities, in liaison with the Learning & Development Manager, to ensuring age appropriate and taking into consideration the individual needs and interests of the children attending, to ensure the participation of each child.
- g) Overseeing the transition of all children onto next stage, consulting with new keyworkers and SENCO as required.
- h) Maintaining the cleanliness and tidiness of equipment and leaving the premises in an orderly state.
- i) Contributing towards the induction and mentoring of new workers to support their development and training.
- j) Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the safeguarding lead / or deputy.
- k) Meeting with the Services Manager on a regular basis to provide updates on pre-agreed targets and objectives, including the development and growth of the under 2 services.

AND FINALLY...

10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service and wider centre.