



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 21hrs up to 37hrs per week - all year.
RATE OF PAY	From £13.50 to £15 per hour dependant on experience
LINE MANAGER	Services Manager
ANNUAL LEAVE	4 weeks plus bank holidays. Extra day allowance for 'birthday' month after one year of service.

ALL STAFF

As a valued member of the Honeycroft team, you will play an important role in helping us create a warm, inclusive, and high-quality environment for our youngest children and their families.

Key responsibilities will include:

1. Showing a strong commitment to the aims, objectives, vision, and values of Honeycroft, and helping to bring them to life in your daily work.
2. Being familiar with, and consistently following, all Honeycroft policies and procedures to ensure a safe and nurturing environment.
3. Always maintaining confidentiality and using discretion in all aspects of your work.
4. Representing Honeycroft in a professional, respectful, and positive manner at all times.
5. Supporting our communication, marketing, and fundraising efforts to help strengthen and grow our community.
6. Encouraging family involvement and helping to build strong, positive relationships with the wider Honeycroft community.
7. Actively contributing to the growth and development of the team by continuing to build your own knowledge of child development, participating in training, and offering support or mentoring when needed.
8. Attending meetings, training sessions, and planning activities as reasonably required, to support collaboration and continuous improvement.

SPECIFIC TO THE ROLE

9. To work in a supervisory role to deliver exceptional childcare in a safe and stimulating environment in line with the Early Years Statutory Guidance;

Key Responsibilities

- a) **Lead the day-to-day running of the 0-2s room**, ensuring a safe, nurturing, and stimulating environment.
- b) **Supervise and support team members**, including volunteers, students, and paid staff—providing regular supervisions, appraisals, and ongoing guidance.
- c) **Ensure the health, safety, and wellbeing** of all children in your care, including managing personal care, medication, and any special dietary needs.



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- d) **Act as a keyworker**, carrying out regular observations, tracking development, and keeping accurate records. You'll also complete initial assessments with parents for new starters under 2.
- e) **Maintain up-to-date records** including registration forms, accident reports, daily journals, assessments, and any additional reports as needed.
- f) **Oversee the planning** and delivery of engaging, age-appropriate activities that reflect the individual needs and interests of the children, in partnership with the Learning & Development Manager.
- g) **Support smooth transitions** for children moving on to their next stage, working closely with new keyworkers and the SENCO where required.
- h) **Keep the room and equipment clean**, safe, and well-organised, ensuring it's always ready for the next session.
- i) **Help induct and mentor new staff**, supporting their training and development.
- j) **Raise any safeguarding or wellbeing concerns** with the Safeguarding Lead or Deputy promptly.
- k) **Meet regularly with the Services Manager** to review progress, discuss development goals, and support the continued growth of the Under 2s service.

PERSON SPECIFICATION

A warm, professional, with a strong commitment to very young children and early years care.

- A willingness to complete an Enhanced DBS check and provide two professional references.
- A relevant qualification at Level 3 or above.
- Experience working with children under the age of two, along with a solid understanding of their developmental and care needs.
- A good awareness of health and safety practices in relation to caring for young children.
- A strong commitment to promoting equality and inclusivity in line with our Centre's equal opportunities policy.
- The physical ability to safely lift and handle young children as part of daily care routines.
- The confidence to work independently, as well as collaboratively within a team setting.
- Strong communication skills, with the ability to build trusting relationships with parents and carers.
- A good level of literacy and the ability to maintain clear and accurate records.
- A positive, friendly attitude and a desire to contribute to a happy, well-organised, and family-focused environment