

JOB DESCRIPTION

TITLE	Early Years Lead Practitioner
BASIC FUNCTION	The Early Years Lead Practitioner will assist in the management and delivery of Early Learning and Childcare within the Snowdrop Room (3 year olds), ensuring that the service meets the legislative requirements of the Care Inspectorate and the contractual requirements of Partnership with Edinburgh City Council.
ACCOUNTABILITY	The Early Years Lead Practitioner is accountable to the Head of Nursery and, through her, to the Deputy Head (Early Education).
AUTHORITY	The Early Years Lead Practitioner will be a member of the Nursery Leadership Team, meeting regularly with Nursery Teachers and the Head of Nursery. He/she has authority as delegated by Head of Nursery and the Deputy Head (Early Education).
RELATIONSHIPS	The Early Years Lead Practitioner will work closely with the Head of Nursery and develop positive relationships with his/her team, other colleagues within ESMS, external professionals and the children and parents of his/her class.
KEY TASKS	<ul style="list-style-type: none">(a) Management of Staff He/she will manage the Snowdrop team, ensuring professional standards and school policies are adhered to, and provide good practice advice and support to colleagues. He/she will ensure that a safe, secure and hygienic environment is provided for the children following operational practice guidance.(b) Curriculum, Assessment and Child Development He/she has a full-time commitment to lead, implement and evaluate the delivery of appropriate learning opportunities and experiences based on child development and the Curriculum for Excellence (Early Level). He/she is responsible for room planning to ensure that there is a thorough and robust curricular programme in place. Using observations and other appropriate methods of assessment, he/she has responsibility for building individual learning profiles to record children's progress.(c) Pastoral Care He/she is responsible for the pastoral care of the children along with the Head of Nursery. Based on individual needs, he/she will be required to create a warm, supportive, nurturing and stimulating environment for each child, promoting equality and diversity and to help children with personal care including toileting, dressing and eating. He/she is responsible for welcoming children and parents to ESMS and for transitions into N2 rooms.

- (d) **Administration**
He/she is responsible for the effective administration of his/her class, including the distribution of letters to parents and the completion of all necessary record keeping.
- (e) **Other Tasks**
He/she will undertake any other tasks as directed by the Head of Nursery or other members of the Junior School Management Team which may be put reasonably to him/her and must adhere to school policies and the Codes of Practice for Employees set out by the Scottish Social Services Council.

STAFF DEVELOPMENT AND PRD (Appraisal)

The Early Years Lead Practitioner is expected to take advantage of the opportunities provided for CPD and to be up-to-date in required areas including Child Protection, First Aid, and Food Hygiene.

The Early Years Lead Practitioner will be professionally reviewed by the Head of Nursery and post-PRD checked by the Assistant Head in accordance with school policy.

REMUNERATION AND OTHER CONSIDERATIONS

Hours of Work: 8.00 am to 4.00 pm on Mondays, Wednesdays, Thursdays and Fridays, and 8.00 am to 5.00 pm on Tuesdays, with 30 minutes unpaid for lunch, a total of 38.5 hours during term time, and a total of 27.5 hours per week during school holiday periods, negotiable with the Head of Nursery. There is entitlement to a free school lunch during term time.

Holidays: Entitlement is to 40 days annual holiday leave plus 10 days statutory holiday at Christmas and Easter, when the school is closed. Annual leave should be taken during school holiday periods, and the schools' holiday year runs from January to December.

Salary: Salary will reflect qualifications and experience. The salary range will be from £28,056 to £31,074 per annum (Points H27-H30 on the ESMS Support Staff scales). Salaries are reviewed annually on 1 April.

There is a requirement to hold a BA in Childhood Practice, or to be willing to work towards a relevant qualification equivalent to SCQF Level 9, and to be registered with the Scottish Social Services Council.

Pension: Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.