



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	Early Years Lead Practitioner
<b>DEPARTMENT</b>	Nursery
<b>REPORTS TO</b>	Head of Nursery

ROLE DETAILS	
<b>PURPOSE OF THE ROLE</b>	The purpose of the Early Years Lead Practitioner (EYLP) is to nurture and support the learning and development of the children in their class, working closely with colleagues, parents and external stakeholders. The EYLP offers exceptional leadership, motivation and management of their room team. They are also required to support the school's Holiday Club provision where necessary.
<b>ACCOUNTABILITY</b>	The EYLP is accountable to the Head of Nursery for their day-to-day tasks.
<b>AUTHORITY</b>	The EYLP has authority as delegated by the Head of Nursery.
<b>RELATIONSHIPS</b>	The EYLP works closely with the Assistant LP, Early Year Practitioners, Nursery Teacher Assistants, Nursery Class Teachers, other Nursery and ASC staff, specialist teachers and external professionals and stakeholders. They also work closely with the parents and families of children in the Nursery room.

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• The EYLP has a full-time class commitment. They will familiarise themselves with and adhere to, school policies and Nursery specific guidance and guidelines.</li> <li>• The EYLP must have a good understanding of child development and attachment led practice. They are responsible for providing and sustaining with other Nursery staff, an environment which is innovative, stimulating, challenging and enabling.</li> </ul> <p><b>Curriculum and Assessment</b></p> <ul style="list-style-type: none"> <li>• The EYLP will plan and deliver experiences in line with the Early Years curriculum and Realising the Ambition. They are responsible for tracking and monitoring children's progress and completing individual learning plans and relevant trackers for each child. They will share individual learning moments with families through our digital platforms and may be asked to represent the Nursery as a Lead or member of an Improvement Group to support the department's improvement cycle.</li> <li>• Using the Curriculum for Excellence, GIRFEC and the UNCRC they encourage children to:               <ul style="list-style-type: none"> <li>- Make meaningful choices</li> <li>- Develop their concentration</li> <li>- Communicate with adults and peers</li> <li>- Develop resilience</li> <li>- Develop self-regulation</li> </ul> </li> </ul>
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- Be aware and thoughtful of others' needs
- Engage in exploration, problem solving and discovery
- Be curious
- Develop a creative environment
- Develop independence and competence
- Develop self-esteem and confidence
- Build on, develop and consolidate skills

**Communication**

- EYLP is responsible for regularly meeting with children, families and staff. When required, they are also required to meet external professionals and agencies to discuss, support and record children's wellbeing, progress and development. They are supported by AEYP and the Head of Nursery.

**Reporting**

- The EYLP is accountable and responsible for reporting to parents about each child's progress, both verbally and in written form and is supported by the AEYLP with the completion of these.

**Leadership and Management of Staff**

- The EYLP is accountable and responsible for leading a team of 8 to 10 Nursery staff with the daily support of the AEYLP and overall support of the Head of Nursery.

**Pastoral Care**

- The EYLP is responsible for the pastoral care of the children in their class, along with their team and the AEYLP and through them to the Head of Nursery and the Director of Pastoral Care.
- The EYLP is responsible for children's wellbeing following GIRFEC & UNCRC and all relevant policies and procedures as part of the Nursery team. They are responsible for updating each child's Nursery Personal Plan.

**Administration**

- The EYLP is responsible for the effective administration of their class, including the completion of the children's personal learning plans, all necessary planning documentation and record keeping documents.

**Delivery of Early Years Service**

- Be actively involved in the delivery of an effective Early Years' Service in line with school policy and procedures.
- Welcome children and parents as part of induction and support a seamless transfer to Nursery 2 or Primary 1.

**Teamwork**

- Participate in all aspects of teamwork within the Nursery
- Prepare materials/resources to provide learning opportunities for children.
- Display collections of items to encourage and extend children's questions and investigations.
- Use clearing and tidying up routines with children as opportunities for adult/children interaction and children's learning.

	<p><b>Staff Wellbeing and Development</b></p> <ul style="list-style-type: none"><li>• The EYLP will offer exceptional leadership, motivation and management of their room team. They will support the wellbeing of their colleagues and will support the training and mentoring of staff, daily logistics and room organisation and task delegation.</li></ul> <p><b>Staff Development and PRD (Appraisal)</b></p> <ul style="list-style-type: none"><li>• The EYLP must maintain register with the SSSC as Manager and maintain the requirements for registration. They are required to follow the SSSC Codes of Practice for Employees and Adhere to the Codes of Practice for Employers as this is a leadership role. They must hold an appropriate qualification (BA Childhood Practice or equivalent)</li><li>• The EYLP should keep abreast of Early Years initiatives and developments and participate in Continuing Professional Development in line with relevant policy and procedures, including participation in Departmental Improvement Groups, to ensure continuing high quality ELC provision.</li><li>• EYLP will be professionally reviewed every year by the Head of Nursery.</li><li>• They have a shared responsibility to complete the PRDs with their room colleagues with the support of the AEYLP and Head of Nursery</li></ul> <p><b>Other Tasks</b></p> <ul style="list-style-type: none"><li>• The EYLP will support the AEYLP with the management of the Snowdrop Room Budget.</li><li>• The EYLP will undertake any other tasks as directed by the Head of Nursery or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.</li></ul>
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	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience observing children and identifying next steps</li> <li>• Experience delivering Curriculum for Excellence – Early Level</li> <li>• Knowledge and interest in child development</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of child development and key documents</li> <li>• Understanding of play and ways in which this supports and develops children's learning</li> <li>• They must hold an appropriate qualification (BA Childhood Practice or equivalent)</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Have the ability to multi-task and prioritise own workload with good attention to detail</li> <li>• Excellent oral and written communication and analytical skills with a commitment to delivering excellent Early Learning and Childcare provision</li> <li>• Ability to deal with every situation calmly and professionally.</li> <li>• Independent, self-motivated and organised; with an ability to lead and work as part of a team.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Kind and enthusiastic person who puts the interests of the children first</li> <li>• A good team player who relates well to others</li> <li>• Boundless energy and resilience to allow challenges to be viewed as opportunities</li> <li>• Demonstrates the values of ESMS.</li> </ul>