



## **VACANCY CIRCULAR 5/22: APRIL 2022**

### **Vacancy: Lead Practitioner**

#### **Job Purpose**

To oversee the management of Home-Start Greenwich children's sites and staff and take a lead role in providing play and learning opportunities to meet the needs of children and families, ensuring a high-quality provision.

- Reporting to: Nursery Manager.
- Duration: 35 hours per week (compressed 4-day week), permanent.
- Salary: £24,550.00 – Band 3.
- Location: Plumstead Nursery.
- Staffing: Practitioner team.

#### **Job Context**

The role operates at a Line Manager level within the context of a local charitable organisation delivering effective Family support and Early Years Childcare provision across the Royal Borough of Greenwich. This role has particular responsibility for providing early years services, working closely to the Nursery Manager/Early Years Manager.

The role may provide occasional support on Saturdays to support family learning and health events.

#### **Key Accountabilities**

- To be responsible for the day-to-day running of the centre. To ensure effective management and supervision of Child Practitioners and Administrator's to ensure high quality provision of services to staff.
- To ensure centres comply with regulatory requirements and identify potential risks and hazards in line with best practice and guidance as set out by early years management. In particular:
  - ✓ Ofsted registration requirements for the provision and delivery of the Children and Young People Plan and the requirements of the Childcare Act 2006 and related legislation.
  - ✓ Undertake regular in risk assessments as pertaining to health and safety (e.g. outdoor play areas) and report any defects/risks/issues to the appropriate department.
- To ensure high standards of care and education for Children in the centre and attend TACS, CIN, Safeguarding and Early helps meetings where appropriate.
- To leading on tracking of children in their provision, liaising effectively with parents/carers to inform them of their child's progress - promoting an inclusive environment for all children and families that reflects diversity and children's individual needs and ensures all children are effectively integrated into the activities.
- Carry out induction procedures with children and their families and maintain an environment that promotes physical, emotional, and social development for children of differing ages and abilities, through a range of arts, crafts, games, and activities, both indoors and outdoors.



- To assist in developing and maintaining an environment that promotes physical, emotional and social development for children of all ages and abilities, through a range of arts, crafts, games and activities, both indoors and outdoors. Including:
  - ✓ Setting out and clearing away play materials and equipment to ensure a welcoming, safe environment.
  - ✓ Ensuring that a high standard of hygiene, safety and cleanliness is maintained at all times including the various toys and equipment used at the session.
- To contribute effectively to the planning and provision of activities in relation to the Early Years Foundation Stage guidance and help children develop positive relationships with adults and peers to enable them to play and learn effectively and increase their self-confidence and realise their potential.
- To participate in in-service and other training programmes as required and maintain personal and professional development in order to meet the changing demands of the post.
- Develop good working relationships with appropriate staff within the service and other external agencies.
- To manage own time and time of all staff in centre effectively and complete all responsibilities of a shift or support session. To carry out occasional weekend and evening work in context of both this specific role and the wider needs of the service to meet the needs of the service.

**Person Specification**

| ESSENTIAL   | DESIRABLE   |
|---|---|
| <b>Qualifications/ experience</b>   |   |
| <ul style="list-style-type: none"> <li>○ Paediatric First Aid.</li> <li>○ NVQ Level 3 in Child Development &amp; Learning or equivalent.</li> <li>○ Experience of planning and supporting play provision supported by evidence-based approaches outlined in the Early Years Foundation Stage.</li> <li>○ Knowledge and understanding of safeguarding issues and procedures.</li> <li>○ Understanding of the Ofsted requirements / framework.</li> </ul> | <ul style="list-style-type: none"> <li>○ SENCO training.</li> </ul> |
| <b>Skills/ knowledge</b>  |   |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Understanding of the Early Years Foundation Stage curriculum.</li> <li>○ Understanding of child development.</li> <li>○ Post qualifying experience of working with children under 5 years of age and their families.</li> <li>○ Knowledge of current relevant regulations, legislation, guidance, and codes of practice as they effect the operation and delivery of a holistic support service for very young children and families – in particular Ofsted requirements; Safeguarding issues and procedures.</li> <li>○ Able to independently manage workload, meet set performance targets, apply good time management and organisation to work.</li> <li>○ Ability to communicate information clearly both orally and in writing.</li> <li>○ Knowledge and understanding of working with children and families from diverse cultural backgrounds, provision for disabled children and those with special needs.</li> <li>○ Able to work effectively in partnership with families, children, the staff team and other colleagues across agencies.</li> <li>○ Good customer service skills and the ability to get the most out of every contact with users.</li> <li>○ Understanding of GDPR and importance of confidentiality.</li> </ul> | <ul style="list-style-type: none"> <li>○ Line management experience</li> </ul> |
| <p><b>Personal qualities</b></p>   |  |
| <ul style="list-style-type: none"> <li>○ Able to accept and respond to the varying needs of families in a non-judgemental way.</li> <li>○ An enthusiastic and motivated practitioner who can inspire others.</li> </ul>  |  |
| <p><b>Other requirements</b></p>   |  |
| <ul style="list-style-type: none"> <li>○ Enhanced DBS clearance required for the post.</li> </ul>  |  |

**HOW TO APPLY**

To **apply for this role**, please send a CV and covering letter to: [HR@homestartgreenwich.org.uk](mailto:HR@homestartgreenwich.org.uk)  
The application deadline is **Friday 6<sup>th</sup> May 2022**.

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity, and Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds and sectors.

Candidates must have fluent spoken and written English and the right to work in the UK. The role will require an Enhanced DBS clearance and a suitable Disqualification by Association record.



In the event of a high level of applications, Home-Start Greenwich reserves the right to close the application deadline early. If you are interested in applying for this role, please ensure you submit your application at the earliest opportunity.