

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Senior Early Years Practitioner
Responsible to:	Nursery Manager
Responsible for:	Identified members of the nursery team (EYPP, EYP)
Location:	Work base: TBC May be required to work at other locations throughout Calderdale.
Nature of employment:	Permanent
Date of review:	October 2025

Purpose of post:

- To provide supervision, leadership and day-to-day support for the staff team within the day care setting.
- To ensure a warm, welcoming, safe and attractive environment for the children within the nursery and to ensure provision of high-quality integrated care and education for young children.
- To participate in the work, organisation and development of the nursery, in accordance with the aims of the setting, under direction from the Nursery Manager.
- To deputise for the Nursery Manager on request and support them in delivering the agreed objectives of the day care setting.
- To serve as a role model for children, colleagues, and families by upholding high standards of professionalism, kindness, and integrity, fostering an environment where positive behaviour, inclusivity, and curiosity are encouraged and celebrated.

Key areas

- To supervise and support the staff team, volunteers and students to develop children's learning, having full regard for their individual social, emotional, physical and intellectual needs.
- To be a member of the Nursery Senior Management Team and support delivery of team objectives.
- Responsibility for securing the building / setting at the end and start of the day, delegating this responsibility as appropriate.
- To promote children's development by planning and providing high quality learning experiences in line with the EYFS curriculum.
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the settings policies and procedures.
- To develop self-skills in an area of specialism to support the integrated care and education of children. The area of specialism will be negotiated and agreed with the Nursery Manager and Area Day Care Manager.

Main Responsibilities

- To be responsible for the day-to-day running of the nursery and ensure compliance with policies and practices e.g. OFSTED, health and safety and safeguarding.

- To provide and promote a warm, welcoming and secure environment, in line with current safeguarding and welfare requirements.
- To line manage early years practitioners, this includes carrying out supervision sessions and other performance management procedures for early years practitioners, both qualified and unqualified, volunteers and students and any other delegated staff.
- As part of line management responsibilities identify staff professional development needs, support training programmes and support disciplinary and grievance matters, as agreed with the Nursery Manager.
- To contribute to recruitment and selection activities.
- To play a key role in the induction of new staff.
- To have supervisory responsibility for the children in the nursery.
- To make decisions within the established policy and procedures of the nursery with regard to the physical, intellectual and emotional wellbeing of the children.
- To be responsible for the management of the centre resources, as delegated by the Nursery Manager, including the management of money and resources within a budget which will be specified.
- Responsibility for ensuring security procedures are in place in Nursery areas in respect of parent/carer drop off and collection times.
- Responsibility for the physical resources and equipment in the Nursery areas, ensuring the areas are clean and well-maintained, reporting any issues in line with procedures. (It is expected that the post holder will also be proactive in reporting any issues with buildings or physical resources in their workplace).
- To report to the Nursery Manager on any areas of concern or issues, to ensure early intervention.
- To have a clear understanding of Safeguarding Policy, child protection issues and recording requirements and to act promptly should areas of concern arise, in line with policy and procedures.
- To ensure monitoring of each child's progress through keeping appropriate observation and assessment records, as well as health & safety and fire safety records when required.
- To work in partnership with parents and carers in the care of their children, by encouraging their participation in the hub.
- To offer support, advice and guidance to parents and carers when appropriate.
- To encourage the involvement of the local community.
- To prepare reports that may be required for internal use and for external agencies, as requested.
- To liaise with and support other professional staff involved in meeting the needs of the child.
- To attend and contribute to internal team meetings and discussions.
- To attend any relevant external safeguarding/SEND related meetings.
- To work with other members of the management team to develop and deliver training sessions for staff members, parents and services users.
- To keep up to date with current legislation and adapt to policy change as appropriate.
- To lead and evidence-based interventions and the practical delivery of new innovations ensuring best practice in early years care and education.

- Work as a team with other Nursery Managers and SEYP's to ensure that there is consistency in the procedures, protocols and practices across NHP day care settings.
- Attend relevant training as appropriate.

Other requirements for this role:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the NHP Code of Conduct.
- To actively engage in the performance management review processes.
- To perform the duties specified and other duties as required from time to time under the guidance of a line manager and be willing to undertake other duties as reasonably requested.
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.
- To ensure that North Halifax Partnership's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity.
- Attend staff and other meetings and participate in staff training and development events as required.
- To continue personal professional development, as required.
- To ensure adherence to the organisation's policies and procedures with reference to Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
- To work in a flexible manner in line with the organisation's objectives
- To provide excellent customer care in dealings with the public.
- Be willing to work unsociable hours, including some weekends and evenings.
- Willingness to travel across the region.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note our standard terms of employment will include a mobility clause to enable the postholder to work in one or more NHP locations. Any requirement to work in one or more location, or move location will be discussed with you.

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

PERSON SPECIFICATION

POST TITLE:	Senior Early Years Practitioner	
Attributes	Essential Criteria	Desirable Criteria
Relevant Experience	• Substantial experience of working within an early years setting. • In depth understanding of the developmental needs of babies and young children. • Experience of leading on part of the early learning curriculum. • Experience of delivering training to small or large groups. • Experience of working in partnership with other agencies. • Previous supervisory experience.	• An awareness of the needs of the local community.
Education, qualifications and Training Attainments	• Must hold an approved qualification in early years (level 3 or above) as defined by the Department for Education on the Early Years Qualifications (list published on GOV.UK: https://www.gov.uk/guidance/early-years-qualifications-finder which also includes information on overseas qualifications). • Staff who achieved their full and relevant level 3 or above qualification on or after 1 September 2014 must also hold a suitable level 2 English qualification. • Managers appointed on or after 4 January 2024 must have already achieved a suitable level 2 qualification in maths • Must have knowledge of maths to effectively deliver the EYFS curriculum • Must have sufficient understanding and use of English to ensure the well-being of children in their care. • Willingness to undertake relevant training courses to update skills, and demonstrable continued professional development.	• Paediatric First Aid. • CIEH Foundation Certificate in Food Hygiene. • Management qualification or training.

	• Experience of delivering training to staff, parents and service users. • Current and up to date understanding of safeguarding children.	
General and Special Knowledge /Ability	• Ability to support staff and families with safeguarding and family support issues. • Extensive knowledge and understanding of EYFS and the ability to lead the staff team in the effective implementation. • Good oral and written communication skills. • Good numeracy skills. • Good organisational skills and ability to maintain accurate records and write reports. • Creative & imaginative skills in planning & providing stimulating experiences. • Able to motivate and inspire team members. • Ability to manage change. • A positive approach to difficult situations and challenges. • Ability to work both on own initiative and co-operatively as part of a team. • Ability to work in a non-discriminatory, sensitive and respectful way. • Patience and consistency in working with children and adults. • Commitment to NHP's policies and to developing quality services. • Awareness of equality and diversity. • Awareness of health and safety in relation to the role. • Able to work occasional evenings and weekends. • Ability to travel in connection with work.	• Knowledge of the importance and impact of quality assurance processes.

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