



## Job Description

Job Title:	<b>Senior Early Years Practitioner</b>
Hours:	<b>Full time: 38 hours a week - All Year Around Open 50 weeks per annum 08:00-18:00, 5 days a week</b>
Holiday:	<b>20 days per annum + Bank Holidays (1 week to be taken for Summer closure &amp; 1 week to be taken for Christmas closure)</b>
Salary Package:	<b>Subject to qualifications/experience (PANN Scale) Salary is advised if position is offered.</b>

### Reports to:

- Director of Nursery Education

### Job Role:

- To perform the duties in line with Cherry Trees Montessori Nursery ethos, philosophy and vision whilst meeting the policies and procedures for inclusion, health, safety, security and safeguarding.
- To fulfil the role of Lead Practitioner to include duties in the office with the support of the Head of Nursery and act in their absence when necessary as part of the Management Team. Inform the Head of Nursery of any concerns. Work in partnership with the Director of Nursery Education.
- Foster good communication to facilitate an effective team, offering support to colleagues.
- Lead room meetings; attend staff meetings and co-ordinate key persons. Supervising the team in the planning and implementing activities to meet baseline curriculum frameworks. Promote children's welfare, learning and development and maintain safeguarding procedures.
- Contribute to inclusion procedures and liaise with other agencies.
- Maintain staff hygiene principles, implement high food hygiene practices, resources and equipment.
- Be part of a team to provide exciting and stimulating activities respecting health, safety and security utilising indoor and outside environments.

### Responsibilities and Duties

- A genuine enthusiasm working in an Early Years environment and share with colleagues a passion for raising the standards for a quality provision for children
- A friendly, confident role model who displays good inter-personal skills when liaising with children, parents, colleagues and other agencies
- Enthusiastic and motivated to inspire, support and lead a positive team approach to promote a the ethos of the nursery
- To Lead a strong team to reflect and implement improvements, organise planning time

**Cherry Trees Montessori Nursery is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Safeguarding children is of paramount importance. At Cherry Trees Nursery Every Child Matters.**



- Organise staff reflection reviews and identify training needs to promote effective working practices
- Organise, lead and review nursery events promoting positive parent partnership
- Ensure planning reflects all children's learning and development. Organise transition meetings with key persons
- Inspire existing, new and volunteer staff to share good practice which reflect strengths and weaknesses to promote positive outcomes
- Monitor written records in accordance with legislation and guidelines
- Maintain confidentiality and data protection procedures to safeguard children, staff and families and implement equal opportunities
- Organise staff ratios, shifts and absence forms. Maintain sickness and absence records relating to all nursery staff.
- Attend disciplinary, grievance or other meetings relating to individual staff matters as directed by the Head of the nursery.
- Maintain and direct that all external play areas are left in a clean and tidy state at the end of every day.
- Attend all nursery events and promote greater integration with the school.

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