****

Durham Cathedral Schools Foundation

**Maternity Cover: FS1 (Nursery) Lead Practitioner**

**Full time: 40 hours**

**From September 2023**

The role of the FS1 Lead Practitioner is to manage the provision of the Foundation Stage 1 (FS1) classroom by ensuring that children, parents and staff work together to provide a high-quality provision and to ensure that the provision is safe and supports all aspects of the Early Years Foundation Stage (EYFS) curriculum.

**Skills:**

* Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths.
* Level 6 qualification in Early Years Childcare or equivalent or Early Years Professional Status, Early Years Teacher Status or a candidate with QTS.
* Excellent knowledge of legislation and regulations relating to EYFS policies, procedures and welfare requirements.
* Proven experience in a managerial position in a private or maintained setting.
* Excellent understanding of children’s development and their needs.
* Able to work independently and to manage own time efficiently.
* Ability to think critically and make decisions.
* Ability to lead and motivate a team and communicate effectively with staff at all levels
* Excellent organisational skills.
* Competent in the use of IT.

**Key Responsibilities:**

* Ensure the required compliance standards, staffing ratios, health and safety, welfare and safeguarding procedures are carried out and followed.
* Plan and provide safe, appropriate, child-led and adult-led activities, both indoors and outdoors which maximize children’s learning and development.
* Write observations and monitor the team’s work with regards to children’s development against the Early Learning Goals.
* Maintain children’s records to a high standard with due regard to confidentiality
* Ensure there is an effective ‘key-person’ system in place.
* Maintain personal contact with parents through meetings, parents’ evenings, open days and informal conversations
* Operate high standards of cleanliness and hygiene
* Actively encourage the continual development of best practice.
* Make recommendations for maintaining the excellent reputation of the setting whilst considering future development and long-term vision.
* Check equipment and resources are clean and in good condition.
* Be responsible for emergency and security procedures, fire-drills, dropping off and collections from FS1 classroom.
* Manage and record parent complaints and concerns according to Durham Cathedral Schools Foundation Policy.
* Proactively market and promote EYFS
* Oversee correspondence to parents regarding curriculum, assessment and reporting.
* Carry out reasonable tasks as requested by the Headmistress.

**Key Terms and Conditions of Employment**

**Hours of Work**

Monday – Friday: Core School day hours 8.00 – 4.10pm

(School day finishing at 3.20pm with one regular after school duty until 5.00pm weekly)

Durham Cathedral School Foundation term time inc. INSET days.

**Salary**

Dependent on experience and in accordance with the Durham Cathedral Schools Foundation Support Staff salary scale. Pension Scheme Membership.

**DBS**

Durham Cathedral Schools Foundation is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check.

**Method of Application**

Please complete the Durham Cathedral Schools Foundation non teaching application form, available on the School website [www.dcsf.org.uk/about-dcsf/work-at-dcsf](http://www.dcsf.org.uk/about-dcsf/work-at-dcsf)

and submit this together with a covering letter by email to: [HR@dcsf.org.uk](mailto:HR@dcsf.org.uk)

If you require any further information, please contact Chorister School [chorister@dcsf.org.uk](mailto:chorister@dcsf.org.uk)

**Closing date for applications:** Monday 24 April 2023

**Interviews:** Wednesday 3 May 2023

**Interview Process:** Delivery of a 'circle-time', followed by an evaluation

Observation of a child in continuous play

Formal Interview