

**Job Title:**                               Preschool Lead

**Grade:**                                     8

**Responsible to:**                       Headteacher

**Job Purpose:**                         The Preschool Lead is responsible for the leadership, management and continuous improvement of high-quality early years provision within the preschool, ensuring excellent outcomes for children.

The post holder will secure a safe, inclusive and nurturing environment where children can thrive and develop, supporting strong progress and school readiness in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and the Trust's vision and values.

The role includes responsibility for leading staff, ensuring statutory compliance, and delivering a high-quality curriculum that meets the needs of all learners .

### **Main Duties and Responsibilities:**

#### **Safeguarding and Child Welfare**

- Promote a strong culture of safeguarding and vigilance across the setting.
- Act in accordance with Keeping Children Safe in Education (KCSIE) and local safeguarding partnership procedures.
- Ensure all safeguarding concerns are identified, recorded and reported appropriately and in a timely manner.
- Contribute to early help processes and multi-agency working.
- Ensure all staff understand and fulfil their safeguarding responsibilities.
- Maintain a safe environment and ensure all statutory requirements are met.

#### **Quality of Education**

- Lead the design and delivery of a broad, balanced and engaging early years curriculum.
- Ensure curriculum intent, implementation and impact are clearly defined and embedded.
- Promote a language-rich environment, supporting communication and early literacy development.
- Monitor the quality of teaching, learning and assessment across the provision.
- Ensure planning is informed by accurate assessment of children's development.
- Support children's progress towards school readiness, including personal, social and emotional development.

#### **EYFS Delivery and Compliance**

- Ensure full compliance with the Statutory Framework for the EYFS (latest version).
- Embed effective observation, assessment and planning cycles.
- Maintain accurate and compliant learning and development records.
- Ensure appropriate adult: child ratios are maintained at all times.

- Promote high-quality play-based learning experiences.

### **Leadership and Management**

- Provide day-to-day leadership and management of Preschool staff.
- Line manage staff, including:
  - Supervision (in line with EYFS requirements)
  - Performance management
  - Induction and ongoing professional development
- Support staff to deliver high-quality provision and continuous improvement.
- Contribute to staffing organisation and deployment.
- Work closely with the Head of School and Early Years Leader.

### **Inclusion and SEND**

- Promote inclusive practice, ensuring all children can access the curriculum.
- Support early identification of additional needs.
- Work collaboratively with the SENCo and external professionals.
- Ensure provision meets the requirements of the SEND Code of Practice (2015).
- Support the development and implementation of support plans.

### **Partnership Working**

- Develop strong, positive partnerships with parents and carers.
- Share children's progress and development effectively.
- Work collaboratively with external agencies (health, social care, early help services).
- Support effective transition arrangements, including into Reception.

### **Operational and Compliance Responsibilities**

- Ensure safe and effective operation of the preschool on a daily basis.
- Maintain high standards of health and safety, risk assessment and compliance.
- Ensure appropriate resources are available, safe and well-maintained.
- Contribute to Ofsted readiness and inspection processes.
- Maintain accurate records in line with statutory and Trust requirements.

### **Trust Responsibilities**

- Uphold and promote the values and ethos of Learn Academies Trust.
- Participate in Trust-wide initiatives, collaboration and professional development.
- Contribute to continuous improvement across the Trust.

### **General**

#### **The postholder will be required to:**

- Undertake safeguarding training as required.
- Participate in CPD, meetings and training.
- Undertake any additional duties commensurate with the grade of the post.

## **SPECIAL FACTORS:**

### **Subject to the duration of the need, the special conditions given below apply:**

- a. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b. Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

	Essential	Desirable	How Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 full and relevant Early Years qualification (DfE approved).</li> <li>GCSE English and Maths Grade 4+ (or equivalent).</li> <li>Willingness to complete relevant training.</li> <li>Level 4+ qualification.</li> <li>Early Years Initial Teacher Training (EYITT).</li> <li>Paediatric First Aid (or willingness to obtain within 3 months).</li> <li>Safeguarding/DSL training.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> <li>App/Doc</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience working in an early years setting.</li> <li>Experience as a key person.</li> <li>Experience of supporting children's learning and development.</li> <li>Experience working in partnership with parents.</li> <li>Experience of leading or supervising staff.</li> <li>Experience of improving quality of provision.</li> <li>Experience of multi-agency working.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int/ Ref</li> <li>App/Int/ Ref</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Good understanding of the EYFS statutory framework.</li> <li>Understanding of safeguarding requirements including KCSIE.</li> <li>Knowledge of child development and early learning.</li> <li>Understanding of observation, assessment and planning cycles.</li> <li>Knowledge of Ofsted EIF.</li> <li>Knowledge of SEND Code of Practice.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Ability to lead and motivate a team.</li> <li>Strong organisational and planning skills.</li> <li>Effective communication skills (verbal and written.)</li> <li>Ability to monitor and improve quality of provision.</li> <li>Ability to build positive relationships with children, families and colleagues.</li> <li>Ability to analyse data and track progress.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>Professional integrity and confidentiality (GDPR awareness)</li> <li>Flexible, resilient and solution-focused approach</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>Caring, patient, reliable</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>Ref/Int</li> <li>App/Int</li> </ul>

<ul style="list-style-type: none"> <li>• Reflective practitioner with a commitment to continuous improvement</li> </ul>	✓		
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	✓		Med

**Key for Person Specification:**

- App = Application
- Form Test = Test
- Int-Interview
- Pre-Presentation
- Med = Medical Questionnaire
- Doc = Documentary Evidence (E.g., Certificates)

