

Pickwick Academy Trust



JOB DESCRIPTION

Job Title: Pre School Leader

Responsible to: Executive Head

Purpose of Job:

- To contribute to the leadership and management of the pre school.
- Under the direction of the Early Years Lead support pupil/s in the Pre School of a mainstream school to access learning.
- To support learning & children to raise pupil attainment and achievement
- To assist the pre school staff in the delivery of a differentiated curriculum
- To develop links and build partnerships with staff and parents to support learning

Main Duties	
1.	<p>Leadership and Management</p> <ul style="list-style-type: none">- Under the guidance of the Early Years leader and SLT support additional staff working in the Pre School.- Manage and plan the day-to-day running of the activities, including efficient use of resources.- Keep up-to-date with the requirements of the EYFS framework- Plan and prepare learning with the Early Years leaders- Support additional staff in implementing the Early Years planning- Maintain positive working relationships with all members of staff- Support the management of staff- Uphold the Pre School's safeguarding policies and procedures to ensure the safety of the children isn't compromised- Having an understanding of meeting the individual needs of children from differing background and differing abilities.- Act as a role model for children, aid their cognitive development and help to give them the best start in life- Develop and maintain effective relationships with parents- Develop and maintain link with the LA advisory and support services

<p>1.</p>	<p>Supporting pupils learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the pupil/s but may include:</p> <ul style="list-style-type: none"> - Leading a small carpet session - clarifying and explaining instructions - ensuring pupils are able to use equipment and materials provided - motivating and supporting pupils - assisting in weaker areas, e.g. language, early maths, physical development - helping pupils to concentrate on and finish learning activities set - meeting physical needs as required while promoting independence - to use initiative & liaise with other pre school staff to support children's learning - liaising with Early Years lead and Special Educational Needs Co-ordinator about Individual Support Plans - develop appropriate resources to support pupils - to develop strategies to support learning of all children and to develop an understanding of the specific needs of individual children with additional needs - to deliver intervention/support programmes as required
<p>2.</p>	<p>Supporting pupils self esteem, inclusion and behavioural development, e.g.</p> <ul style="list-style-type: none"> - encouraging an acceptance and inclusion of pupils with special needs - encourage an acceptance and inclusion of all children - developing methods of promoting/reinforcing the pupil's self esteem and independence - providing individual supervision in and out of the classroom for pupils with behavioural problems - establishing a supportive relationship with pupils - reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site - supervising pupils on outings, school activities
<p>3.</p>	<p>Provide physical/personal care to pupils where required, e.g.</p> <ul style="list-style-type: none"> - helping with dressing/toileting - undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist - Changing nappies

<p>4.</p>	<p>Supporting the Early Years Lead and SLT e.g.</p> <ul style="list-style-type: none"> - as directed by the Early Years Lead, adapting and interpreting lessons and instructions to pupils - in conjunction with the Early Years Lead (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record - providing regular feedback about pupils to the Early Years leader. - ensure effective communication/consultation as appropriate with pupil's parents and foster stronger links - to ensure cover supervision is in place where required by: <ul style="list-style-type: none"> • Supervising work • Managing pupil behaviour • Responding to pupil questions • Dealing with any emergencies • Collecting completed learning • Providing feedback to children following the agreed whole school approach • Evidencing learning, including displaying learning in the classroom
<p>5.</p>	<p>Supporting the curriculum</p> <ul style="list-style-type: none"> - support the delivery of the Early Years curriculum and the enhanced curriculum offered by the school.
<p>6.</p>	<p>Supporting the school, e.g.</p> <ul style="list-style-type: none"> - assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc. - helping to ensure the hygiene of the teaching environment in cases of sickness or soiling - to ensure health and safety policies and practices including risk assessments are implemented as necessary - be fully aware of school procedures & the staff handbook - promote teamwork and ensure effective working relations

<p>Supervision and Management</p>
<p>The jobholder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.</p>

Creativity and Innovation (i.e. Problem Solving)

The jobholder works within school procedures, policies and approved methods and under the supervision of the Early Years Lead.

Key Contacts And Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Decision Making

The jobholder is expected to follow school procedures, and plans made by the Early Years Leader and the SLT.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

Knowledge and Skills

New entrants are required to have a background of Early Years work in order to be placed in this lead role. Working as part of a primary school will provide further extended opportunities to learn additional skills within Early Years and beyond.

New entrants may not be required to have a background in Learning Support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 3 (or equivalent) level with an understanding of different learning support needs and ways of meeting these.

Please refer to the Person Specification for further information.

Other

The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The post holder will be responsible for personal Continued Professional Development.

The post holder will need to achieve a First Aid Certificate and administer first aid.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....