

### Job Description

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| <b>Job Title</b>              | Pre-School Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Grade</b>                  | F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Responsible To</b>         | EYFS Lead / Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Staff Manage</b>           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job Purpose:</b>           | <p>The Pre-School Leader will be responsible for the day to day running of the pre-school sessions to ensure safe, stimulating play and to provide for the needs of the whole child.</p> <p>This will involve planning, preparing and delivering play-based activities appropriate for children aged 2 - 4 years</p> <ul style="list-style-type: none"> <li>• To plan short, medium and long-term planning for the group</li> <li>• The assessment, monitoring and recording of individual children's development</li> <li>• Responsible for the management and development of the Pre-school Deputies and Assistants including the allocation and monitoring of work, appraisal and training</li> <li>• To develop the pre-school in terms of reputation and growth.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Main Responsibilities:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Main Responsibilities</b>  | <ul style="list-style-type: none"> <li>• Provide a safe, stimulating environment to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.</li> <li>• Select and prepare resources to take account of the children's interests, language and cultural background.</li> <li>• Organise and manage appropriate learning environment and resources.</li> <li>• Establish productive working relationships with children, acting as a role model and setting high expectations.</li> <li>• Promote the inclusion and acceptance of all children within the Pre-school.</li> <li>• Ensure there is a good, happy atmosphere at each session.</li> <li>• Encourage all children to interact and work cooperatively with others and engage all children in activities.</li> <li>• Take time to listen and respond to children and encourage them to develop.</li> <li>• Take responsibility for the development and implementation of appropriate behaviour management strategies appropriate for the age and ability of the children in the pre-school.</li> <li>• Provide information and advice to enable the children to make choices about their own behaviour.</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>• Plan appropriate play-based activities for individual children, taking account of input from other members of the team</li> <li>• Monitor, evaluate and adjust individual plans as appropriate as the children reach their next stage in their development.</li> <li>• Manage record keeping systems and processes and record progress and achievements in activities systematically and providing evidence of range and level of progress and attainment.</li> <li>• Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.</li> <li>• Provide and maintain equality of opportunity for all children and their families.</li> <li>• To manage resources effectively and ensure the room is left tidy and ready for the next session.</li> </ul> |

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| <b>Health and Safety</b>         | <ul style="list-style-type: none"> <li>• Ensure the children are supervised at all times.</li> <li>• Ensure the Accident and Incident Book is filled in for every accident.</li> <li>• To fulfil duties as the Safeguarding Designated Officer to ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.</li> <li>• To contribute to and implement all early years policies and procedures, e.g. register and signing out procedures, accident and incident records, child protection, health and safety, confidentiality, food safety, setting hygiene and complaints; and oversee that all policies and procedures are followed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Leadership and Management</b> | <ul style="list-style-type: none"> <li>• Manage the Pre-school staff appointed to the Pre-school.</li> <li>• Recognise own strengths and areas of expertise and use these to lead, advise and support others.</li> <li>• Hold regular team meetings with managed staff.</li> <li>• Attend staff meetings.</li> <li>• Undertake induction/appraisal/training/mentoring for other Pre-school Assistants as required.</li> <li>• Represent your Pre-school at meetings when required.</li> <li>• Deal with visitors to the group.</li> <li>• Participate in training and other learning activities as appropriate.</li> <li>• Ensure that there are good standards of hygiene and that equipment is safe and regularly checked for repair.</li> <li>• Responsible for keeping up – to –date records as stipulated by social services and adhere to the social services registration regulations.</li> <li>• To be aware at all times of the Pre-School's financial position, understanding the balance between spending and income and the consequence of fluctuations in occupancy levels, raising any concerns with the headteacher.</li> <li>• Take part in and help with the organisation of special events, outings and visits.</li> <li>• Ensure wider communication of the pre-school's activities for example, by contributing to a newsletter and web-based methods.</li> <li>• To promote the Pre-School, its curriculum and activities / events by actively engaging with parents/carers and encouraging their involvement.</li> <li>• To maintain documentation in accordance with Data Protection Act.</li> <li>• To keep confidential any information regarding children, their families or other staff members.</li> <li>• Such other duties as may be assigned by the Governing Body.</li> </ul> |
| <b>Equalities</b>                | <ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the Aims of the school's Equality Policy.</li> <li>• Develop your own understanding of equality issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Training and Development</b>  | <ul style="list-style-type: none"> <li>• To participate in any development opportunities and training events that are relevant to the post holder's duties.</li> <li>• To participate in the trust's performance management programme.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings and/or weekends

### Person Specification

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Pre-School Leader       |                                                                                                                                                                                                 |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | F                       |                                                                                                                                                                                                 |
| <b>Responsible To</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EYFS Lead / Headteacher |                                                                                                                                                                                                 |
| <b>Staff Manage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | None                    |                                                                                                                                                                                                 |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         | <b>Desirable</b> (if not attained, development may be provided for successful candidate)                                                                                                        |
| <b>Qualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Level 3 early years education and childcare qualification or equivalent</li> <li>Relevant First Aid Certificate</li> <li>DBS clearance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         | <ul style="list-style-type: none"> <li>Commitment to continuing professional development</li> </ul>                                                                                             |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>At least two years' proven experience of working in an early years care and education setting or similar</li> <li>Proven understanding of the Early Years Foundation Stage</li> <li>In-depth knowledge of statutory requirements for the provision of care for children aged two to five years</li> <li>Demonstrable and detailed knowledge of current, relevant legislation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |                         | <ul style="list-style-type: none"> <li>At least one year's proven experience of leadership/management</li> </ul>                                                                                |
| <b>Occupational Skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Focused on maximizing the care and development of children within the preschool</li> <li>Effective use of assessment to plan learning</li> <li>Able to communicate effectively, both orally and in writing</li> <li>Excellent interpersonal skills</li> <li>Numerate</li> <li>Able to plan and manage own and others work load</li> <li>Able to use initiative and make decisions independently</li> <li>Highly effective supervision skills – able to supervise the work of other staff</li> <li>Able to lead and motivate a team</li> <li>Effective team worker – able to work as part of own and other's teams</li> <li>Effective IT skills – able to use Microsoft Office and email</li> <li>Strong personal commitment to and understanding of equality and diversity and its delivery</li> </ul> |                         | <ul style="list-style-type: none"> <li>Project planning and leadership in development</li> <li>Target setting</li> <li>Promotion of organisational policy, standards, and objectives</li> </ul> |
| <b>Attributes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>Enthusiasm and commitment to the values of the school</li> <li>Good organisational skills</li> <li>Caring and friendly personality</li> <li>Good team player</li> <li>Conscientious, reliable and responsible</li> <li>Flexible and adaptable</li> <li>Positive attitude towards pupils and parents</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         | <ul style="list-style-type: none"> <li>Evidence of outside interests</li> </ul>                                                                                                                 |

**Other Requirements**

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| <ul style="list-style-type: none"><li>• An ability to travel to other Trust sites and attend meetings or training at locations elsewhere</li></ul> | <ul style="list-style-type: none"><li>• Use of own transport</li></ul> |
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