

Post: Pre-school Lead

Reporting to: Executive/Academy Head

Salary: NJC Grade D

Job Purpose:

To carry out professional duties and manage the day to day running of the pre-school to include co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting the minimum Ofsted requirements.

To plan a range of activities based on an observation and assessment cycle for children aged 2 – 4+ years, providing a high standard of physical, emotional, social and intellectual care in line with the Early Years Framework.

To work as an effective and supportive team member, manage the support staff, and work with the Trust to ensure policies and procedures are implemented at all times.

To fulfil the duties as directed by the Designated Safeguarding Lead for the setting to promote the safeguarding and welfare of the children, staff and parents/carers, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

To implement the daily routine in the allocated work room/ team/ area.

Job Responsibilities:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to, and promotes independent and child-led learning.
- To plan and prepare lessons in order to deliver the EYFS Curriculum ensuring breadth and balance in all subjects, maintaining a Planning File kept at school in a secure cloud based file location which is then shared with those necessary to be made available in the event of absence.
- To teach according to expectations, ensuring high quality learning takes place, through secure subject knowledge and use of a variety of appropriate teaching strategies in line with the school.
- Review and evaluate children's learning on a regular basis and respond to this information.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To follow the school's regular system of monitoring, assessment, record-keeping and reporting of children's progress and updating the computer- based records for all children- currently Tapestry.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To share expertise and knowledge with other staff through input at staff meetings, INSET and other agreed times.
- Contribute to the development and co-ordination of the EYFS curriculum, which may change over time by negotiation and agreement where possible.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents as partners over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To keep up to date with educational thinking and participate in professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children.
- Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- To keep a proper record of achievement file on your key children for parents/carers;

- Work with parents/carers of special needs children to give full integration in the Setting;
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- Recording accidents in the accident book.
- Look upon the Setting as a “whole” where can your help and support can be most utilised, be constantly aware of the needs of children;
- Ensure child is collected by someone known to Setting;
- To respect the confidentiality of information received;
- To develop your role within the team especially with regard as a key worker;
- To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To be aware of the high profile of the Setting and to uphold its standards at all times.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Trust’s Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To ensure a high standard of safeguarding is maintained and that accurate records are kept of any issues and appropriate notifications are made to DSL etc.
- To treat with discretion confidential information disclosed concerning children and families informing the head teacher accordingly.

Specific Child Care Tasks:

- The preparation and completion of activities to suit the child’s stage of development.
- To ensure that mealtimes are a time of pleasant social sharing.
- Washing and changing children as required.
- Providing comfort and warmth to an ill child.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Safeguarding

Safeguarding is the responsibility of all staff.

Code of conduct:

The Trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Disclosure Service Certification from the Disclosure and Barring Service:

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.