

Preschool Room Leader Job Description



Responsible to: Preschool Manager

Purpose of the job: To take full day-to-day responsibility for the efficient running of the room. To contribute to the monitoring, recording and assessment of the child's progress through observation and question. To provide a high quality of teaching and learning environment that stimulates and supports children.

Safeguarding Responsibility: Meldreth Preschool is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to EYFS teaching and learning by adopting relevant strategies to support the work of the Preschool Manager and increase achievement of all pupils.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support colleagues with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment Observe pupil performance and pass observations on to the Preschool Manager
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the Preschool Manager

Planning

- To have an understanding of, the Early Years Foundation Stage curriculum (0-5) and to use this to take an active part in the planning and delivery of the EYFS curriculum.
- To develop your knowledge of the statutory framework (EYFS) and be aware of good practice in delivering care for children aged 0-5.
- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Preschool Manager and other staff members.
- To assist and occasionally lead with the planning of the curriculum
- To keep up to date with current publications and good practice in the EYFS curriculum.
- To provide an attractive stimulating range of equipment, activities and displays relevant to the age and needs of the children in the setting, which encourages independence, self-motivates and eagerness to learn.
- To work with colleagues and other relevant professionals
- To communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Preschool Manager.
- To communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the Preschool Manager, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

- Understand their role in order to be able to work collaboratively with other colleagues, including specialist advisory teachers
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the preschool’s policies, practices and procedures, so as to support the preschool’s values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
- To ensure any injury, accident or suspicion of non-accidental injury is recorded correctly or reported to the Designated Safeguarding Lead.
- To ensure that health and safety and security measures are constantly maintained.
- To be aware of and follow all school policies and procedures at all times.
- To be aware of the school administrative procedures and be in a position to explain these to parents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school’s appraisal procedures and ongoing Continuous Professional Development

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection procedures and the Council’s Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post

Signed:..... Post Holder

Signed:..... Headteacher

Person specification

Essential criteria

1. Proven experience of working in a Preschool setting.
2. Proven experience of working in a team.
3. Ability to communicate effectively to a wide variety of people including parents, committee, Ofsted, staff and children verbally and in writing.
4. A minimum of Level 3 Early Years education and childcare qualification or equivalent.
5. Sound understanding of child development and of children's needs.
6. To have knowledge of the Preschool curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
7. Knowledge of current legislation relevant to the early years.
8. Ability to work with parents and families to encourage their involvement.
9. Ability to supervise children effectively.
10. Commitment to equal opportunities and an understanding of equality and diversity issues.

Desirable criteria

1. Current Paediatric First Aid qualification.
2. Current child protection training / safeguarding awareness.

Terms and conditions

Hours: Sessions (8.30am – 3.30pm with a 20 minute break) term time only plus team meetings/planning sessions.

Salary: Point 5 – 6 (£13.05 – £13.26 p/h)

This post requires a criminal records check with the Disclosure Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.