



Jewell Academy
an Aspirations Academy

Pre-school Leader Job Description

Post Title	Pre-school Leader
Salary/Grade	NJC12 (£22,571) - NJC17 (£24,920) Starting pro rata salary NJC12 £16,253.24 8.30am - 3.15pm Monday to Friday 31.25hpw 0.7201 FTE
Academy	Jewell Academy, Bournemouth
Reporting To	Early Years Leader
Disclosure Level	Enhanced

Pre-school Leader responsibilities are applicable to the individual post. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of Growth Conversations to clarify individual responsibilities within the school and Trust structure and character of the post as identified below.

The Pre-school Leader is required to:

- Promote the values and conditions of the school and Aspirations Academies Trust.
- Have a comprehensive understanding of the Early Years Foundation Stage curriculum.

KEY ACCOUNTABILITIES

PLANNING AND ORGANISATION

- To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, Setting the Standards for Learning, Development and Care for children from birth to five, ensuring they meet with the Early Learning Goals.
- To assist with the general management and organisation of children and resources/equipment which relate to the support of children.
- To assist with the planning, organising and supervising of educational visits and outings.

WORKING WITH CHILDREN

- To plan and deliver a range of age appropriate activities, including using Systematic Synthetic Phonics, so that all children make good or better progress by participating in activities and learning tasks that meet their stage of development.
- To guide and assist the development of children's positive social behaviour, attitudes and skills as appropriate.
- To deliver, as directed, specific learning and therapy programmes, e.g speech and language.
- To ensure the appropriate supervision of children:
 - Within Pre-school setting and shared areas
 - During school assembly
 - At play/meal times
 - On outings and educational visits
 - Using the cloakroom/toilets/washrooms
 - Changing before and after recreational activities
 - Not participating in an activity
 - At before school and after school clubs
- To assist children in line with school policy:
 - With toileting/nappy changing
 - With the attainment of personal hygiene skills
 - With the removal and replacement of clothing/footwear
 - Who require cleaning and/or changing following sickness, soiling etc.

CARE AND WELFARE

- To assist the Early Years Leader in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
- To supervise staff and students in training and maintain a proactive and professional team.
- To ensure all daily routines are adhered to and records kept up to date.
- To administer support care/first aid including issuing prescribed medication (Following prior agreement with parents and the School's policy).
- Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence and self-esteem, building children's resilience and well being.
- To ensure Health and Safety regulations are complied with at all times.
- To oversee an effective key worker system.

LIAISON WITH OTHER STAFF, PARENTS, MULTI-PROFESSIONAL SERVICES.

- To work within and maintain the context of the Academy Trust and as a member of the community.
- To liaise with other members of staff, multi-professional services and parents.
- To be a point of contact and communication between parents and staff where necessary.

- To liaise with the Reception team, Jewell and other Reception settings, to provide a smooth transition for children starting school.
- To organise and attend parent/key worker meetings.
- To assist the Early Years Leader and School Principal in the management and leadership of a diverse staff team.

5. MANAGING PROFESSIONAL STANDARDS

- Ensure the highest standards of professional conduct and confidentiality at all times. Set a good example in terms of dress, punctuality and attendance.
- Keep fully appraised and aware of educational and other appropriate developments whether national
- Have a high level of written and spoken English to ensure professional standards are met at all levels and communication is of a high level.

OTHER ASSOCIATED ACTIVITIES

- To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
- To undertake monthly staff meetings outside normal working hours when necessary.
- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community, attending fundraising events and representing the school professionally.
- To participate with the Academy's appraisal process.
- To participate in the wider life of the Academy. To keep abreast of current issues and attend training as necessary.
- To carry out any ad hoc projects or duties as requested by your Early Years Leader.
- To take reasonable care of yourself and others and to comply with the Aspirations Academies Trust Health and Safety rules.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Line Manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification - Pre-school Leader

	Essential Criteria	Desirable Criteria
Qualifications / Vocational Training / Competences	<ul style="list-style-type: none"> • Childcare qualified to Level 3 / 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE). • Training in the Early Years Foundation Stage. • Training in child protection and safeguarding children. • Training in behaviour management. • Fluency in written and spoken English and an ability to write reports as directed by the manager 	<ul style="list-style-type: none"> • Educated to GCSE level with passes in four or more subjects two of which are English and Maths. • A recent 2 day paediatric First Aid certificate
Relevant Experience	<ul style="list-style-type: none"> • A minimum of two years post qualifying experience with preferably at least one year in a senior position or in a role that has some exposure to senior responsibilities. • Experience of working with children 0-5 years. • A working knowledge of the key person role. 	<ul style="list-style-type: none"> • Experience of working in a high quality setting, e.g. Ofsted "outstanding"
General and Special Knowledge	<ul style="list-style-type: none"> • An understanding of children's development and their needs. • An awareness of Equal Opportunities issues. • An awareness of Health, Hygiene and Safety in the workplace. • An awareness of special needs and requirements. • A willingness to self-improve and develop teaching and learning skills. 	
Skills and Abilities	<ul style="list-style-type: none"> • The ability to form and maintain appropriate relationships and personal boundaries with children • To ensure that high quality learning opportunities are provided at all times by Pre-school employees, ensuring the safety, security and well-being of all children registered with the Pre-school. • To promote an effective team environment and best practice. • To promote continual personal development and learning amongst employees. • An ability to carry out light physical duties to include setting up resources. • Emotional resilience in working with challenging behaviours. • Able to communicate effectively with adults 	

	<p>and children.</p> <ul style="list-style-type: none">● A willingness to learn and abide by the School and Trust policies and procedures.● A professional attitude and manner.● The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies.	
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