



Arlesdene Nursery School and Pre-school

Job Description

<u>Job Title:</u>	Pre-school Leader
<u>Contract:</u>	41 hours per week, 39 weeks a year (term time only plus inset days)
<u>Hours:</u>	Monday – Friday 8.15am to 4.30pm. (Plus meeting time on a Monday until 6pm and Tuesday until 5.30pm)
<u>Salary Scale:</u>	H5
<u>Responsible to:</u>	Headteacher

Purpose of the Post

- To ensure that the provision in pre-school is of the highest possible standard and that all statutory requirements are met
- To have overall responsibility for the leadership and management of the pre-school in the absence of the Headteacher
- To model high quality practice and effectively lead and manage the pre-school team

General Responsibilities

- Leading a class team of Senior Early Years Practitioners, Early Years Practitioners and Early Years Assistants in the organisation and management of the pre-school in accordance with the curriculum and policies of the school
- To be responsible for the day to day management of the Pre-school, encouraging good practice by the staff team. Ensuring that the activities, assessment and recording are carried out in accordance with school policies
- To monitor children's learning and development and be accountable for their progress and outcomes
- To ensure the safety and wellbeing of the children at all times
- To develop positive relationships with children, interacting appropriately at all times
- To respect and build positive relationships with all parents/carers, communicating clearly with them. Encourage and support parents participation in their child's learning
- To build positive relationships with all staff in the school
- To ensure that all ratios and other statutory requirements maintained at all times
- To ensure that the environment is safe, clean and secure
- To mentor and support volunteers and students as and when required
- To work with other professionals in order to support the needs of children and their families
- To be responsible for protecting and safeguarding all children
- To be part of the Senior Leadership Team, supporting and assisting the Headteacher with the implementation of the School Development Plan

Responsibilities Specific to the Post

- Manage all staff working in the pre-school including lunch and admin staff
- To monitor and evaluate the effectiveness of the pre-school practice
- To lead, model and support high quality practice and where necessary, coach staff to improve aspects of their work
- To ensure robust systems are in place and are consistently implemented and monitored so that the health and safety of all children and staff is supported
- Taking responsibility for children with SEND in the Pre-school including identifying and adopting the most effective teaching approaches
- To organise and manage the waiting list and new admissions

- To oversee and monitor the administration of financial transactions (eg. invoices, fees and debts)
- To oversee and monitor the admissions process (e.g. waiting list, look arounds, stay and play and settling in sessions)
- To work closely with professionals from other agencies
- To be a Deputy DSP and responsible for safeguarding in the pre-school

Other Duties

- To attend and participate in parent consultations, staff meetings and professional development. This may require occasional evening and weekend work. Staff meetings will be when the setting is closed to children
- To take part in supervision and the school's appraisal process
- To carry out any other reasonable occasional duties commensurate with the grade of the post
- To ensure up to date knowledge of all policies and procedures and that they are implemented and adhered to
- To contribute to the development of the school, showing commitment to our shared ethos and values

Equalities

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

Health and Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection; and report all concerns to the Headteacher or other appropriate person
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the pre-school
- To record details of all accidents and pass them on to parents/carers

Job Context

The Pre-school is part of Arlesdene Nursery School and is on the same site as Arlesdene Family Centre. The Pre-school is open term time only, from 8.45 to 3.30pm Monday to Friday. The post is a permanent contract for 41 hours a week, term time only plus INSET days. The hours include 1½ hours meeting time which will be at the end of the pre-school day and 1 hour SLT meeting time. There will be 30 minutes for lunch.

Knowledge, Experience and Training

- Ability to work on own initiative and as part of a team
- Experience of leading and managing a team
- Experience of providing high quality care and learning for 2-4-year-old children
- Understanding of the Early Years Foundation Stage Framework and Statutory guidance
- Ability to write reports for parents, staff and professionals
- Level 3 or above in childcare or other relevant qualification
- Current First Aid certificate
- Food Hygiene certificate

Physical Effort

There is a requirement for the postholder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry children and resources.

Working Environment

There is a need, from time to time, to change children’s nappies, support toilet training and to wipe up blood and other bodily fluids.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Arlesdene Nursery School and Pre-school is committed to safeguarding and promoting the welfare of children and young people. Candidates are expected to share this commitment and all appointments will be subject to appropriate vetting, including a CRB disclosure check.

Signed: Date:.....
Postholder

Signed: Date:
Headteacher