



**CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL**  
**Joyfully, unique in Jesus' family, we learn to use our special gifts  
to love, serve and make the world a better place**

## Job Description

### Pre-School Leader

#### ● Job Purpose & Objectives

To manage the unit on a day to day basis reporting to the Headteacher and/or SLT as required; supervise and support Pre-School Assistants allocating duties and providing absence cover as required.

To lead the Pre-School activities and take responsibilities to ensure the smooth running of the before school care.

#### ● Main Duties & Responsibilities

- To manage the enrolment of nursery aged children into the unit, liaising with parents as needed, and to plan and organise the activities of pupils and staff within the unit on a day to day basis.
- To liaise with the EYFS (Early Years Foundation Stage) of the school(s) to ensure continuity of education development of the pupils in moving between the unit and school reception class and support to pupils individually appropriate to the assessed needs of the pupils.
- To maintain comprehensive record systems for recording the enrolment, preliminary assessment and development of each child and ensure parents and the school's nominated liaison teacher are kept fully informed about children's progress and activities.
- To liaise with the schools appointed EYFS Leader and create activity rota ensuring comprehensive coverage of Early Years Curriculum along with OFSTED requirements.
- To liaise with the governors, senior leaders, parents, local schools, health visitors etc. on behalf of the pre-school whilst at the same time promoting to prospective parents the interests of the pre-school.
- To ensure the pre-school resources are used in an educationally effective and cost effective manner.
- To undertake Health and Safety checks on a daily and weekly basis, complying with school policy and procedures to promote good standards of health, safety, welfare and cleanliness with staff and children.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## ● Safeguarding

- Everyone who works at Corpus Christi Primary School has the responsibility for promoting the Safeguarding and welfare of children.
- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection Teacher or Head teacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness re How to Keep Safe.

## ● Communication/Contacts

Your Line Manager is EYFS Leader