



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**

Pre-School leader Person Specification

Knowledge & skills

Essential

- NVQ 3 or equivalent in Early Years Care and Education
- Experience of working with children in a EYFS setting
- Understanding of SEN/ EAL issues within a school environment
- Enhanced DBS check
- Willingness to work in a distinctively Catholic environment
- Commitment to safeguarding and promoting the welfare of children and young people
- Strong inclusive, teaching & social skills
- Excellent behaviour management skills
- Knowledge and understanding of the EYFS Curriculum
- Evidence of commitment to on-going professional development
- Excellent communication skills
- Ability to work effectively with parents
- Commitment to providing outstanding pastoral care, positive values and role modelling
- Excellent ICT skills
- Excellent team skills
- Energy and enthusiasm
- Positivity and optimism

Desirable

- Practising Catholic
- A teaching qualification in early years education or equivalent degree
- Ability to work successfully with outside agencies
- Ability to analyse and use data

Supervision & management

There will be a requirement to supervise directly a team or number of EYFS teaching assistants. Also any students/trainees and voluntary personnel working within the pre-school.

Key contacts & relationships

Regular and on-going contact with the EYFS (Early Years Foundation Stage) Leader of the reception schools, external agencies, parents and service contractors and providers.

The postholder will report formally to the SLT (Senior Leadership Team) on a regular basis.

Decision making

Decisions will need to be made on a daily basis as to the deployment of staff and response to pupil attendance and behaviour/conduct whilst attending the unit. Ad hoc decisions will need to be made on such matters as referral of pupil accidents, injuries and development and staff absences.

Decisions as to the involvement of external agencies (e.g. Social Services) will be made by the postholder and attendance and contribution at case conferences may be required.

Service planning and reporting and budgetary planning and monitoring will be required on a regular basis