



## **JOB DESCRIPTION**

**Title:**            Preschool Leader

**Grade:**           TPLTSS 5

### **Main purpose of the role**

Under the general guidance of the Principal, the Preschool Leader will manage and oversee the development and provision of a safe, stimulating and welcoming programme of activity on a day to day basis to meet the children's developmental, educational and care needs liaising with and forming positive partnerships with parents/ carers.

To lead the Preschool team, and as such to contribute to the overall aims of the school.

### **Main Duties and Responsibilities**

To assist preschool team in providing a friendly, caring and relaxing environment in order to encourage and develop children appropriately.

To work within and maintain the context of the whole preschool team and as a member of the school community.

To supervise staff, students and voluntary workers, maintain a proactive and professional team.

To ensure all daily routines are adhered to and records kept up to date.

To maintain staffing levels, arranging cover when needed.

To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage.

Ensure assessments/evaluations are regularly completed.

Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence & self-esteem, building children's resilience & well-being.

Support staff development & work closely with other staff & professionals.

As directed by the Principal, assisting in conducting 1:1's and appraise Pre-School staff

To communicate with parents and other visitors in a calm, friendly and efficient manner.

To oversee an effective keyworker system.

Under the guidance of the AOM, ensure specific duties regarding Health and Safety and fire procedures are understood and actioned.

Ensure funding and financial information is accurately completed in a timely manner as required under the direction of the Academy Operations Manager.

To undertake regular staff meetings outside normal working hours when necessary.

To organise parent/keyworker meetings and Pre-School staff meetings.

To keep abreast of current issues and attend training as necessary.

Assist the Principal in the management & leadership of a diverse staff team.

To carry out any ad hoc projects or duties as requested by the Principal or Academy Operations Manager

### **Support for external agencies and organisations**

#### *Participate in case conferences*

Under the guidance of the Principal and/or school SENCO, manage the preparation of confidential reports on individual children and their families as required and make a professional contribute to formal case discussions or reviews required for inter-agency working

#### *Liaise with other professionals*

Under the guidance of the Principal, maintain effective working links with local authority staff, government agencies and other organisations that provide support services for children and their families in the local community. Keep these groups informed of developments in the services provided by the Preschool

### **General**

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

### **Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

### **Physical Demands**

Normal physical effort required.

### **Working Conditions**

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

## **General Expectations**

Develop and maintain working relationships with other professionals.  
Contribute to the management of pupil behaviour and security.

Review and develop own professional practice.

## **Expectations of Jobholder**

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

## **Supervisory received**

Overall supervision is received from the Principal.

## **Supervisory responsibility**

The post holder will have supervisory responsibilities for other Preschool staff.

## **Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Person Specification

**Job Title:** Preschool Leader  
**Qualifications & Experience**

Assessment criteria	Essential	Desirable
<b>Qualifications</b>	<p>Good standard of general education (A level equivalent)</p> <p>NNEB/HNC or NVQ/SVQ Level 3 in Child Care and Education</p> <p>Willingness to undertake further training as necessary.</p> <p>Five GCSE's including English and Maths at Grade A-C or Level 2 equivalent.</p>	<p>Further Early Years qualification such as Early Years Degree</p> <p>Paediatric First Aid.</p> <p>Food &amp; Hygiene Certificate.</p> <p>Completion of Safeguarding awareness training within last 2 years</p>
<b>Work related Experience &amp; associated Vocational training</b>	<p>Experience of working in a senior position within Early Years.</p> <p>Wide ranging experience of planning activities in a childcare setting.</p> <p>Experience of working with parents and carers.</p> <p>Ability to lead a team.</p>	<p>Experience of supervising the work of others</p> <p>Ability to communicate effectively with all members of the play setting, parents and external agencies.</p>
<b>Specialist knowledge</b>	<p>Understanding of child development and the needs of children including those with additional needs.</p> <p>A good working knowledge of OFSTED</p>	
<b>Job related skills</b>	<p>Ability to record observations of children including assessing and tracking progress</p> <p>Basic IT skills e.g. Word processing, E-mail.</p>	

	<p>An understanding of good play work practices.</p> <p>Experience of liaising with a line manager.</p> <p>Knowledge of child development and the individual needs of children in a care setting.</p> <p>Awareness and commitment to good practice in Equal opportunities.</p> <p>Knowledge of Child Protection Policy and Procedures.</p> <p>Knowledge of health and safety requirements in a child care provision.</p>	
<b>Personal skills</b>	<p>Able to build warm and positive relationship with children and their families.</p> <p>Ability to provide a flexible and calm response to children and families.</p> <p>Effective communication and organisational skills.</p> <p>Commitment to personal and professional development.</p> <p>Ability to model good practice.</p>	<p>Effective communication and organisational skills.</p> <p>Ability to cope with conflicting demands.</p> <p>Commitment to personal and professional development.</p> <p>Ability to model good practice.</p>
<b>Equality</b>	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	

<b>Safeguarding</b>	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	
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