



iNOVATE Multi Academy Trust

Job Description

Preschool Leader

LOCATION: WEEDON BEC PRIMARY SCHOOL

RESPONSIBLE TO: EYFS LEADER

LIAISES WITH: ALL STAFF

WORKING HOURS: 37 HOURS PER WEEK/39 WEEKS PER YEAR Monday to Thursday 08:30 to 16:30 with a 30 minute unpaid lunch break and Friday 08:30 to 16:00 with a 30 minute unpaid lunch break. The setting is open to children from 08:45 to 15:15.

SALARY: £20,109 to £22,645

Purpose of the job:

To provide safe, high quality education and care for pre-school children.

Main duties:

Planning, curriculum and day to day running of Pre-School

Take overall responsibility for drawing up long, medium and short term plans which ensure that each child is working towards desirable learning outcomes within the EYFS curriculum.

Monitor the effectiveness of the pre-school curriculum.

Responsible for providing high quality teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.

Draw up and to supervise the daily programme of pre-school activities and events.

Lead pre-school sessions as required

Responsible for implementing systems of observation and record keeping in the form of learning diaries on Tapestry so that children's attainment and progress is effectively and regularly assessed.

Monitor the effectiveness of the assessment procedures.

Ensure records are properly maintained (e.g. daily attendance register, accident and incident book).

Ensure that the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.

Contribute to and implement all pre-school policies and procedures.

Review and update policies, the prospectus and admission forms as required.

Manage marketing drives to drive occupancy and brand awareness.

Liaise with prospectus parents, keep records of places available and liaise with office staff regarding funding claims and billing

Keep up-to-date with current safeguarding practices.

Oversee and complete statutory documentation such as the 2 ½ year check.

Liaison:

Liaise closely with parents/carers, informing them about the Stepping Stones and its curriculum, exchanging information about children's progress and encouraging parental involvement through a regular newsletter to parents and through learning diaries.

Liaise with the EYFS lead, the Head of School, governors, trustees, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented and to provide reports as required.

Ensure effective communication between Stepping Stones and our Weedon Bec Primary School.

Liaise with prospective parents, keep records of places available and liaise with office staff regarding funding claims and billing

Managing Staff:

Ensure appropriate staffing levels to OFSTED's requirements are maintained at all times.

Supervise staff and to be responsible for monitoring the quality of teaching and learning.

Responsible for implementing the keyworker system whereby qualified staff members are responsible for working closely with a particular group or groups of children.

Perform annual staff appraisals and to write staff development plans that focus on the need for training, stating specific courses that need to be attended.

Arrangements for appraisal of performance

The role will be monitored through the school's performance management programme and by the usual monitoring systems of the Senior Leadership Team.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Preschool Leader

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may also be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential (E) Desirable (D)	Tested By
Qualifications and Experience		
Previous experience of working with children	E	A, I, T
Diploma in Pre-School Practice, qualified to level 4 or above in childcare	E	A, C, I
Evidence of relevant training/development	E	A, C, I
Paediatric first aid training or a willingness to complete this qualification	E	A, C, T
Skills & Knowledge		
Sound understanding of child development and of children's needs	E	A, I, T
Able to plan and implement a pre-school curriculum	E	A, I, T
Understanding of planning in the moment	D	A, I, T
Commitment to equal opportunities and understanding of religious and cultural diversity	E	A, I, T
Able to write clear reports to the Head of School and governors and keep parents up to date via Class Dojo/Tapestry	E	A, I, T
An understanding of/and the ability to comply with the school's Child Protection, Health and Safety, Equal Opportunities policies and to implement the Behaviour and other relevant policies in the school	E	A, I
Working with People		
Able to communicate effectively and to work with parents and encourage their involvement	E	A, I, T
Able to lead a small team of adults effectively	E	A, I, T
Able to use basic word processing, email and databases well enough for school-based record keeping	E	A, I
Able to work independently but to keep others informed – both verbally and in written form e.g. emails, record sheets	E	A, I
Understand the need for confidentiality when required	E	A, I

Patience, co-operation, problem solving approach, adaptable and a caring nature		E	A, I
Understanding your roles and responsibilities and your contribution to childrens' learning		E	A, I
Additional work elements			
Physical Effort and/or Strain	Job holders regularly move around during their normal working pattern, walking standing and sitting with children Job holders may set out PE equipment and will have help in moving heavy equipment		
Working Environment	Job holders may carry out playground duties in variable weather conditions; however, there is usually indoor play during bad weather Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill		
Disclosure & Barring Service	Job holders will be required to undergo a DBS clearance, medical clearance, provide two successful references and original evidence of qualifications		

A – Application Form, **C** – Certificates, **I** – Interview, **T** - Task