

## JOB DESCRIPTION

### PRE-SCHOOL LEADER - The Saplings Pre-School

Reports to: Deputy Headteacher.

#### Job purpose:

Responsible for leading the Pre-School team.

Safeguarding children ensuring excellent education & childcare.

Maintain a safe, secure and caring environment.

Take a leading role in the development & monitoring of high quality learning & teaching.

Take an active role within the Senior Management Team.

#### Duties:

1. To assist the Pre-School team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
2. To work within and maintain the context of the whole Pre-School team and as a member of The Firs Lower School
3. To supervise staff, students and voluntary workers, maintain a proactive and professional team.
4. To ensure all daily routines are adhered to and records kept up to date.
5. To maintain staffing levels, arranging cover when needed.
6. To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, 'Planning in the Moment', Setting the Standards for Learning, Development and Care for children from birth to five, Every child Matters, ensuring they meet with the Early Learning Goals.
7. Further develop 'free flow' play.
8. Ensure assessments/evaluations are regularly completed.
9. 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.
10. Support staff development & work closely with other staff & professionals.
11. To conduct 1:1's and appraise Pre-School staff.
12. To communicate with parents and other visitors in a calm, friendly and efficient manner.
13. To oversee an effective keyworker system.
14. To liaise with other all Pre-School practitioners to provide a smooth transition for children.
15. To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
16. To attend management meetings.
17. To undertake monthly staff meetings outside normal working hours when necessary.
18. To organise parent/keyworker meetings and Pre-School staff meetings.

19. To keep abreast of current issues and attend training as necessary.
20. To carry out any ad hoc projects or duties as requested by your Line Manager.
21. To take reasonable care of yourself and others and to comply with our Health and Safety policy.

### Person Specification

- QTS Early Years/Reception, NNEB, NVQ Level 3 in Early Years or equivalent.
- At least 2 years experience of working in a Pre-school/Reception Class.
- To hold a current First Aid Certificate.
- Understanding of and commitment to the implementation of equal opportunities.
- Excellent oral and written communication skills.
- Motivated with high energy levels and stamina with a positive outlook.

October 2024