



## **Job Description & Person Specification for: Pre-school Lead**

**Setting:** Hughenden Hoppers Preschool

**Salary:** Range 2.2 £20,277 pro rata

**Hours:** 8.30-4.15pm full time, term time only to include all inset days with PPA time built in to this

**Purpose of the job:** We are looking for an outstanding practitioner who can demonstrate a clear understanding of the Early Years framework. The candidate will provide a safe learning environment for children with high expectations, enthusiasm, dedication and commitment. Knowledge and understanding of Safeguarding.

### **Main duties:**

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

To 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.

To monitor the effectiveness of the pre-school curriculum.

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

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

To be responsible for children's assessment and upload to Tapestry and engaging with parents who upload activities undertaken from home maintaining parental partnerships.

To monitor the effectiveness of the assessment procedures on Tapestry in line with the EYFS framework and early learning goals.

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

To ensure that the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised with the school.



To contribute to and implement all pre-school policies and procedures and assist with reviewing and update policies as required.

To explore outdoor learning

To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress.

To demonstrate a secure knowledge and understanding of Safeguarding, ensure training is up-to-date and in line with school expectations.

#### **Managing Staff:**

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

To oversee Preschool staff and to be responsible for monitoring the quality of teaching and learning ensuring staff are deployed effectively.

#### **Person Specification – Essential Criteria:**

- Previous experience of working with children
- Diploma in Pre-School Practice, qualified to level 3 in childcare
- Sound understanding of child development and of children's needs
- Ability to plan and implement a pre-school curriculum
- Ability to communicate effectively and to work with parents and encourage their involvement
- Ability to lead a team of adults effectively
- Commitment to equal opportunities and understanding of religious and cultural diversity
- Ability to write clear reports and newsletters
- Good IT skills, ability to use a word processor, simple spread sheets and use email as a means of passing information
- Good mental and physical health
- At least two years' experience in a management/leader role