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| **Pre-school Leader Job Description** |
| **Reporting Relationship: reporting directly to the Pre School Owner** |
| * To take responsibility for drawing up long term, medium term and sessional curriculum plans which ensure that each child is working towards the Early Years Foundation Stage; to monitor the effectiveness of the pre-school curriculum.
* To be responsible for providing a high quality of 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 implementing systems of observation and record keeping so that children’s attainment and progress are effectively and regularly assessed; to monitor the effectives of assessment procedures.
* To organise the keyworker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
* To ensure records are properly maintained, e.g. daily register, accident and incident book.
* To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
* To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
* To liaise with the management committee, or pre-school owner, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
* To contribute to and to implement all pre-school policies and procedures, especially those on equal opportunities and confidentiality.
* To manage the pre-school petty cash system.
* To attend in-service training and meetings as required.
* To undertake any other reasonable duties as directed by the Chair of the management committee/pre-school owner, in accordance with the pre-school’s business plan-objectives.
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| **Person specification:**Essential criteria:* Three years’ experience of working in a pre-school setting.
* CACHE Level II Diploma in Pre-school Practice, NVQ level III or equivalent.
* Current First Aid certificate.
* Sound understanding of child development and of children’s needs.
* Ability to plan and implement a pre-school curriculum.
* Ability to work with parents and to encourage their involvement.
* Ability to lead a team of adults.
* Commitment to equal opportunities and understanding of religious and cultural diversity.
* Ability to write clear reports.
* Health clearance for the role.

Desirable criteria:* Experience of a parent-managed/parent-involving pre-school.
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