

Little Acorns Pre-School Lead Practitioner

JOB DESCRIPTION:

Job Title: Pre-School Lead Practitioner

Responsible To: Committee

Responsible For: Pre-School Staff

Purpose of the job:

To provide safe, high quality education and care for pre-school children. To fulfil legal and statutory requirements. To lead and manage staff on a day-to-day basis. To contribute to and implement pre-school policies. To ensure that all statutory, legal and setting obligations are followed and met.

Main Duties:

1. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance, and to monitor the effectiveness of the setting's curriculum. This may include working with other external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that all staff are properly deployed and offer appropriate stimulation and support to the children attending the setting.
3. To take responsibility for ensuring that performance management systems are in place and followed (eg induction, probation, supervision, team meetings, appraisals, objective settings etc)
4. To draw up and to supervise the daily programme of pre-school activities and events.
5. To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
6. To organise the key person 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.
7. To ensure that the welfare and safety of the children is promoted within the setting and that any child protection concerns are always acted upon immediately.
8. To ensure that records are properly maintained and updated eg. Daily attendance register, visitor, accident and incident book etc
9. 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.
10. 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 practiced.
11. To liaise with the management Committee, Ofsted services and other professionals as necessary to ensure that all legal and statutory requirements are implemented, and to provide reports as required.
12. To implement any recommendations made following regulatory inspections.
13. To contribute to and to implement all pre-school policies and procedures eg register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
14. To manage the pre-school petty cash system and ensure that any systems for income collection or invoicing are followed.
15. To attend any conferences/forums, training events or meetings, as necessary or if identified by the committee and keep up-to-date with good practice.
16. To ensure that accurate and up-to-date record keeping systems are in place eg: children's records of progress and any behavioural and developmental reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and any performance concerns discussed.

17. To undertake any reasonable duties as directed by the Chair of the management committee, in accordance with the setting's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake other reasonable duties discussed and directed by the line manager.

PERSON SPECIFICATION

Essential criteria:

1. Proven experience of working in a pre-school setting
2. Level 3 early years education and childcare qualification or equivalent
3. Sound understanding of child development, and of children's needs.
4. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
5. Demonstrable and detailed knowledge of current legislation relevant to the early years.
6. Ability to work with parents and families to encourage their involvement.
7. Ability to work with the management committee to market the pre-school to maximise occupancy levels and fee income.
8. Ability to effectively lead and manage a team of adults, including conducting performance management processes eg induction, supervision meetings, appraisals and setting objectives.
9. Commitment to equal opportunities and understanding of equality and diversity issues.
10. Ability to write clear reports.
11. An excellent communicator with good presentation skills.

Desirable criteria:

1. Experience of, or qualification in, Forest School.

Terms and Conditions:

Hours: 32 hours per week, with some flexible working to allow for planning, administration & events.

42 weeks per year (term time school year of 39 weeks + 3 additional weeks to allow for planning during holidays)

Salary: Up to £23,000 per annum, pro rata. Negotiable, dependent upon experience.

Candidates who agree to attend interview will have references taken. This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. All offers are conditional upon satisfactory background checks.