



Job Description: Pre-School Manager

Trekkenner CP School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Pre-school Manager

Salary: Cornwall Council Grade 2 [£24,482 pa (pro rata)]

Hours: 30

Contract type: full-time, fixed-term [but likely to continue]

Reporting to: Headteacher

Responsible for: Managing and Teaching EYFS children 2-5

Main purpose

The Pre-School Manager will:

- Be responsible for the daily running and administration of the Pre-School.
- Oversee and provide high standards of care within the Pre-School in regard to: the planning, delivery and monitoring of the curriculum, resources and environment in accordance with children's needs and development.
- Work with the Head Teacher and/or EYFS/KS1 class teachers to facilitate the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion in line with the EYFS framework.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and responsibilities

Management of the Pre-School

- Adhere to and follow all school policies and procedures.
- Monitor and renew the pre-school policies in line with the school and KSCIE.
- Supervise the staff, volunteers, work experience and student placements in the pre-school.
- Ensure all staff adhere to and follow the school's policies and procedures.
- To have a clear vision to grow and promote the pre-school by monitoring and evaluating its performance and provision and regularly update the pre-school pages on the school's website and social media accounts.
- Manage the admin and finance of the pre-school, including funding applications, submissions and declarations, petty cash, invoices and fees.

Teaching and Learning

- Provide a stimulating learning environment, indoors and outdoors, to foster learning behaviours that enable children to meet their developmental milestones in line with the EYFS framework.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support and facilitate the learning of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support colleagues with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Observe pupils and use these observations to report to colleagues, parents and other agencies if required and to plan for further learning.
- Supervise a class if the teacher is temporarily unavailable.

Planning and Record Keeping

- Plan, evaluate and monitor the school's curriculum in line with requirements of the EYFS Framework.
- Use continuous assessment to inform planning which supports and facilitates pupils learning and achievement of the ELGs by the end of Reception.
- Share plans and lessons with other pre-school staff, including volunteers and students prior to sessions.
- Organise and manage the indoor and outdoor learning spaces.
- Keep accurate and up to date records of the children and setting, including records of progress and any behaviour or development reports.
- Identify any developmental concerns and intervene to support as necessary.

Working with staff, parents/carers and relevant professionals

- Liaise and work in partnership with external agencies to support children within the pre-school as appropriate.
- Liaise with parents/carers about their children's needs interests and development through regular reports, meetings and informal communications.
- With the Headteacher/SENDCo, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents.
- Administer paediatric first aid [once trained]
- Ensure the classroom environment including corridors and cloakrooms [indoors and outdoors] are kept tidy and free of clutter.

Professional development

- To attend, plan and run regular team meetings within the pre-school and staff meetings within the school.
- To attend additional training events and meetings as identified by the headteacher for training requirements and/or to enhance your existing qualifications, skills and experience.
- Take part in the school's appraisal [performance management] procedures.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies and the staff code of conduct.
- Report any concerns you may have about pupils and staff or other adults to the DSL/DDSL directly or through MyConcern/Confide.
- Promote the safeguarding of all pupils in the school through supervising, caring for and protecting the children in the pre-school and school from dangerous or harmful situations and enhancing their general health and well-being.
- Follow the school's Acceptable Use of Technology Policy regarding the use of personal and mobile devices in school.

Please note, this is illustrative of the general nature and level of responsibility of the role. The Pre-school manager may be asked to undertake other reasonable duties as deemed necessary by the headteacher

Person specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and training	<p>Level 3 Qualification in Childcare or equivalent</p> <p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</p> <p>First-aid training, or willingness to complete it</p>	Further training in EYFS teaching or SEND	Application
Experience	<p>Minimum 2 years experience working in an early years setting.</p> <p>Experience planning and delivering learning activities for EYFS children.</p> <p>Experience of working as part of a team.</p>	<p>Previous experience of leading a pre-school or nursery setting</p> <p>Experience of teaching or supporting Reception children.</p> <p>And/or</p> <p>Experience of working with 2-year olds and younger.</p> <p>Experience working in a school environment or other educational setting.</p> <p>Experience of leading teaching and learning activities.</p>	<p>Application</p> <p>Interview</p>
Skills and knowledge	<p>Working knowledge and understanding of the EYFS Framework and Development Matters</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>The ability to remain calm in stressful situations</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p> <p>Knowledge of guidance and requirements around safeguarding children</p>	<p>Knowledge of or experience in administering Early years funding</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Good ICT skills, particularly using ICT to support learning</p>	<p>Application</p> <p>Interview</p>
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children and appreciation of 'the whole child' ➤ Sensitivity and understanding of current issues facing Early Years providers and children. ➤ Ability to build good relationships with pupils. ➤ A commitment to getting the best outcomes for all pupils and promoting the inclusive ethos of the school. ➤ Commitment to maintaining confidentiality at all times. ➤ Commitment to safeguarding pupil's wellbeing and equality. ➤ Resilient, positive, forward looking and enthusiastic about making a difference 		Interview

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 05-01-2024

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
