



Pre-School Manager

Job Description

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Pre-School Manager

Grade: Level 4

Purpose of Job: To provide safe, high quality education and care for early years children. To fulfil legal and statutory requirements. To lead and manage staff on a day to day basis. To contribute to and to implement early years 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 align to the requirements of the Early Years Framework, and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum expected standard Ofsted rating.
4. To take responsibility for ensuring that performance management systems are in place and followed e.g. Induction, probation, team meetings, supervisions.
5. To ensure that staff are appropriately supported to carry out their role effectively.
6. To have the role of Early Years SENCO.
7. To have the role of DDSL within the wider school team of DSLs
8. To ensure that the weekly planning of activities and events is shared on a rota basis by all staff and supported by the manager.
9. To be responsible for implementing our system of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures.
10. To effectively supervise staff on a daily basis; to be responsible for monitoring the quality of the teaching; to participate in staff appraisals and to identify in-service training needs.

Person Specification

Essential Criteria	Desirable Criteria
At least two years proven supervisory/management experience working in an early years care and education setting or at least two years other suitable experience	Level 4 or able early years education and childcare qualification or degree
Level 3 early years education and childcare qualification or equivalent, preferably with a commitment to obtaining a level 4/5 qualification As outlined https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england	Up to date training in relevant certificates (Paediatric First Aid, Safeguarding, SENCO)
Ability to ensure that the setting achieves and maintains at least an expected Ofsted rating	
Sound understanding of child development, and of children's needs	
Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations	
Demonstrable and detailed knowledge of current legislation and guidance relevant to the early years	
Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings	
Ability to comply with the requirements placed on the setting by the Early Years Framework	
Ability to work with parents and families to encourage partnership in education	
Ability to effectively market the setting to maximise occupancy levels and fee income, and maintain the pre-schools financial stability	
Ability to lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives	
Demonstrate a commitment to continuously promote a culture of safeguarding	
Commitment to equal opportunities and an understanding of equality and diversity issues	
Ability to write clear reports	

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose and convictions they may have and any orders which have been made against them.