**Job Description: Preschool Leader (Maternity Cover)**

**Mini Cowpers Preschool, Birch Green**

Job title: Preschool Leader

Responsible to: Chair of Committee

Responsible for: Preschool staff, students and volunteers

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

**Main duties**

1. To take overall responsibility for ensuring planning is in place which takes in to 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 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 e.g. induction, probation, supervision, team meetings, appraisals, disciplinary etc. and address any issues accordingly.
4. To draw up and to supervise the daily programme of preschool 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, including tracking children’s progress and creating analysed cohorts which are incorporated into further planning.
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 including effectiveness of observation and planning for key children; to participate in staff appraisals and to identify in-service training needs.
7. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.
8. To ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
9. To liaise closely with parents/carers, informing them about the preschool and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
10. To ensure that the preschool 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 manage the admissions process and process relevant paperwork to ensure that the relevant funding is received for 2, 3 and 4 year olds.
12. To liaise with the committee regularly (attending regular meetings), Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
13. To implement any recommendations made following regulatory inspections.
14. To contribute to, update and implement all preschool policies and procedures, e.g. collection of children procedures, child protection, health and safety, confidentiality etc.
15. To manage the preschool petty cash system and to ensure that any systems for income collection or invoicing are followed.
16. To ensure that children attending the setting receive a balanced and healthy diet.
17. To attend any conferences, training events or meetings, as identified by the committee and outside agencies and to keep up-to-date with current good practice.
18. To ensure that accurate and up-to-date record keeping systems are in place e.g. children’s records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
19. Research and read documents concerning any changes to the law and legislation which would impact the preschool.
20. To undertake any other reasonable duties as directed by the Chair of Committee.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any 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, and a commitment to obtaining a level 4 qualification.
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 effectively 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 e.g. induction, supervision meetings, appraisals and setting objectives.
9. Commitment to equal opportunities and an understanding of equality and diversity issues.
10. Ability to write clear reports.

*Desirable criteria*

1. Experience of a management role.
2. Level 3 early years qualification and a minimum of 2 years experience in a setting.

**TERMS & CONDITIONS:**

 *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.*