Our Lady of Fatima Catholic Multi Academy Trust

**PRE-SCHOOL**

**PRE-SCHOOL LEADER - JOB SPECIFICATION**

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| **Job Title** | EYFS Pre-School Leader |
| **Grade** | Band 4 – Mid Point |
| **Reports to** | Executive Headteacher, Head of School, Lead Teacher |
| **Responsible to** |  Executive Headteacher, Head of School & Lead Teacher |
| **Job Purpose** | To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement pre-school policies. |
| **Duties** | * To take responsibility for drawing up long term, medium term and sessional curriculum plans which ensure that each child is working towards desirable learning outcomes.
* 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 is effectively and regularly assessed.
* To monitor the effectiveness of assessment procedures.
* To organise the key worker system and to 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 attendance register, accident & 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, 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 proprietor, 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.
* To attend in-service training and meetings as required.
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| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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**Our Lady of Fatima Catholic Multi Academy Trust is committed to safeguarding and promotes the welfare of children and expects all staff and volunteers to support his commitment.**