**Job Description**

**Reporting To:**

Deputy Head, Prep School

**Main Purpose:**

To provide high standards of care and education for children in the Pre-School class.

**Child Protection**

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation’s Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead or to the Headmaster.

September 2017

**PRE-SCHOOL LEAD**



**Duties**

**Major Tasks:**

* Detailed knowledge of the EYFS framework, including Early Learning Goals and the Pre-Prep Curriculum
* Responsibility for high standards of care and education of children in the Pre-School class.
* Lead a RWI/Big Maths group, including planning and activity (RWI), structuring it appropriately and changing focus at short notice to challenge all abilities
* Complete short, medium and long term planning for children in the Pre-School class
* Liaise effectively with parents and promote open communication between home and Pre-School
* Develop and prepare resources for learning activities, both in and outdoors
* Monitor the children’s participation and progress through observation and assessment
* Maintain and review records of children’s progress
* Support and guide less experienced teaching assistants in the classroom

**Planning**

* Plan and prepare lessons with support from the Head of Pre-Prep, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

**Teaching and Learning**

* Plan and deliver a vibrant, play-based curriculum, which meets the needs of all children and follows the EYFS Framework
* Motivate and progress children’s learning by using clearly structured, interesting teaching and learning activities.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
* Create a vibrant and stimulating learning environment, which provides opportunities for children to access all 7 areas of the EYFS curriculum, both in and outdoors
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
* Organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce children’s self-esteem and independence
* Encourage acceptance and integration of children with special needs, or from different cultures and/or with different first language
* Support the role of parents in pupils’ learning and lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

* With the support of the Head of Pre-Prep, monitor pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
* Assist in maintaining and analysing records of pupils’ progress.
* Complete regular observations of children and plan appropriate Next Steps
* Complete written reports of children’s progress, in line with the school’s report writing cycle

**Supervision and Development**

* Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking
* formal training.
* Support and guide other less experienced teaching assistants’ work in the classroom when required
* Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and
* contributing to the development of policies and procedures within the school.
* Participate in staff meetings and training days/events as requested.

**Behavioural and Pastoral**

* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
* Understand and implement school child protection procedures and comply with legal responsibilities.
* Assist in maintaining good discipline of children in the Pre-School
* Provide support and assistance for children’s pastoral needs, for example, dressing, caring for sick, injured or distressed children.
* Provide physical support and maintain personal equipment used by the children at the school.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Behaviour, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity
* Supervise children in the playground

**Professional Attributes and Expectations**

* Maintain professional standards in demeanour and dress
* Establish a fair, respectful and supportive relationship with pupils ensuring they achieve their potential
* Communicate effectively with, and be courteous towards, pupils, parents and colleagues
* Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme
* Arrive to work in plenty of time before the beginning of the school day; begin and end all sessions promptly
* To meet all deadlines required e.g. Reporting and Assessment
* To attend parents’ evenings, Prize Giving, Open Days and other events as required by the Head of Prep School
* To uphold the School Rules
* All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site

The above main duties are not exhaustive and may vary without changing the character of the job or level of responsibility.

**Person Specification**

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|  | **Essential criteria** | **Desirable criteria** | **How measured** |
| **Experience** | * Previously worked with Early Years Children
* Track record in delivering pupil success
* Experience of supervising or leading a team
 |  | Application form and interview |
| **Education and Training** | * Relevant Early Years Qualification
* Commitment to ongoing personal development and training
 | * Nursery Teaching Qualification
* Awareness of EYFS standards
 | Application form |
| **Skills and knowledge** | * Good communication skills
* Good organisational skills
* Ability to command respect of pupils
* Ability to work within a team as well as independently
 |  | Application form and interview |
| **Personal attributes** | * Enthusiasm
* Caring and open personality
* Willing to work to support learning
* Interested in own professional development
* Initiative, innovation and enthusiasm
* Willingness to be fully involved in the life of the school
 | * Awareness of current thinking in education
* Flexible approach to working environment
 | Application form and interview |

 