



JOB DESCRIPTION
Early Years Leader
One Year Fixed Term Contract

THE SCHOOL

This is an ideal opportunity for a highly qualified professional to be part of an excellent and well-established Pre-School that extends the RMS experience to children aged 2-4. RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to phone Ruspini House, 01923 725316 to arrange to visit the Pre-School and learn more about the role. The school's website www.rmsforgirls.org.uk also provides more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

Ruspini House is a small, friendly, caring community within the larger RMS family, guided by the same inclusive and nurturing ethos and committed to providing the highest quality education for all children. Our aim at Ruspini House is to encourage curious, persistent, independent learners that confidently seek out new experiences. We recognise each individual child's interests and talents and provide a stimulating learning environment with a wide range of enrichment opportunities to reflect them.

THE ROLE

You will be required to:

- To manage the day to day running of one of the pre-school classrooms, including the provision of a caring, safe, secure and stimulating environment
- To plan a range of activities based on an observation and assessment cycle
- Lead the staff within the room, ensuring policies and procedures are implemented at all times
- Help co-ordinate and be part of the Early Club, Late Club and Holiday Club

• JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

- Ensure that staff comply at all times with pre-school policies, procedures and standards including health and safety, hygiene, inclusion and confidentiality.
- Liaise with parents and carers to ensure particular needs of children are met, ensuring that all staff are aware of any illnesses or allergies or family circumstances.
- Lead the planning of safe, creative and appropriate opportunities according to the children's needs and interests to fulfil the requirements of the EYFS.
- Work creatively to provide an enabling environment for all children, both inside and outside
- Develop and maintain good relationships and communication with parents and carers, facilitating the needs of each child.
- Provide objective and accurate feedback and reports as required on child achievement and progress.
- Induct, supervise and contribute to the performance management of staff, under the supervision of the Head and in accordance with policies and procedures.
- Actively promote and facilitate staff training and development opportunities, including organising and monitoring Key Worker system.

- Carry out risk assessments on a regular basis, ensuring equipment is clean safe and secure.
- Report all accidents, safety hazards or observations of children being unwell.
- Intimate care of the children including the changing of nappies and toilet duties.
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- Contributing to the overall ethos, work and aims of the school.

PERSON PROFILE

The holder of this post will have to;

- Demonstrate flexibility and enthusiasm
- Display professional leadership that promotes Ruspini House
- Have an affinity for and understanding of the ethos and values of the School

Experience and skills:

- A thorough knowledge of the Early Years Foundation Stage (2017)
- Good level of applied literacy and numeracy
- Excellent communication skills, both written and verbal
- Graduate or EYTS preferable. A minimum of level 3 OFSTED full and relevant Early Years qualification to be considered depending on experience

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has the following attributes:

- A clear educational vision and commitment to excellence
- Is a strong team player with a capacity to lead
- An enthusiasm for teaching and a genuine interest in learning strategies
- An interest in the development of young people and their needs
- The ability to build and sustain good relationships with colleagues and students
- The ability to see change as an opportunity
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure and maintain calm
- Good organisation and ability to take the initiative
- A smart personal appearance
- A willingness to be involved in extracurricular activities
- Strong attention to detail
- A good sense of humour
- Excellent interpersonal skills
- A mature disposition
- A proactive nature with genuine enthusiasm for childcare
- Extensive experience of leading a class

TERMS OF EMPLOYMENT

The terms of employment include:

- One year fixed term contract from September 2018
- Your hours of work would be on a rota basis between the hours of 8:00am – 6:00pm, up to 8 hours a day, 20 hours per week for 49 weeks per year. You will be entitled to 30 days holiday plus bank holidays
- The post holders pay on September 2018 RMS Ruspini Staff Pay Scale will be R9 (£10.54 per hour) to R15 (£12.30 per hour), depending on qualifications and experience. The opportunity to participate in the Support Staff Pension Scheme
- Free car parking
- Free lunches when the School's catering facilities are open
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding 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 s/he must report any concerns to the Head.

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.