

The Lantern Community Primary School



Job Description: Pre-School Leader

To whom responsible: EYFS Leader
Principal

Hours: 8.15 am to 3.30 pm Mon to Fri term time only.

Job Purpose:

To provide safe, high quality education and care for pre-school children; to fulfill legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement pre-school policies, to liaise with EYFS Leader with regard to provision and progress and model good, competent practice.

Main Duties:

- To ensure the national standards for childcare are met.
- To promote and safeguard the welfare of children and young people, implementing safeguarding and child protection procedures including taking on the role of Designated Person.
- To take responsibility for the curriculum planning and monitoring the effectiveness of this.
- To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate engagement and support to the children.
- To ensure that outcomes for all children are underpinned by the EYFS principles and commitments.
- To be responsible in liaison with the EYFS leader for implementing systems of observation and record-keeping so that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff performance management discussions and to identify in-service training needs.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book in line with school policy.
- 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 work in partnership with the EYFS Leader, EYFS Team and Principal to update and review policies and procedure in line with school development and self-evaluation.
- To ensure that the pre-school 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 practised.

- To liaise with the EYFS Leader, Principal and other professionals as necessary, and to 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 and confidentiality.
- To attend in-service training and meetings as required.
- To undertake any other reasonable duties as directed by the EYFS Leader, Principal or school governors, in accordance with the pre-school aims and objectives.
- To update the waiting list and organization of school places regularly, with the support of the school finance team.