



## **JOB DESCRIPTION**

### **Early Years Leader**

#### **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 around 1000 pupils aged 2 to 18 and over 350 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](http://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:

- manage the day to day running of one of the pre-school classrooms, including the provision of a caring, safe, secure and stimulating environment both inside and outside.
- 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 the following;

- 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 on 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.

- Work often requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappy/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 (2021)
- Good level of applied literacy and numeracy
- Excellent communication skills, both written and verbal
- Early Years graduate or minimum level with at least two years management experience

### **Personal Attributes:**

The successful holder of this post will need to demonstrate that they have 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:

- You will work 40 hours per week. Your hours of work would be on a rota basis between the hours of 8:00am – 6:00pm, 8 hours per day, for 49 weeks per year. You will be entitled to 6 weeks paid holiday.
- Pay Scale from R16 (£12.98 per hour) depending on qualifications and experience
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking.
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.

### **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 they are responsible, or with whom they come 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 they must report any concerns to the Head.

In addition to the candidate’s ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **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.