

Job Description – Preschool Leader

Purpose	<p>The successful candidate for this role will be responsible for planning and delivering a topic-based approach to the Early Years Curriculum and Early Learning Goals, across our Preschool provision. The provision consists of 2 classes (Caterpillars and Butterflies), of children aged between 2 and 4 years old. Our phase leader will be tasked with managing a team of experienced and dedicated teachers, and will be expected to do so by leading by example.</p>
Duties and Responsibilities	
Teaching and Learning	<ul style="list-style-type: none"> • Plan, resource and deliver the relevant Early Years Foundation Stage (EYFS) curriculum • Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral care, deploying support staff effectively and delegating where necessary • Provide an engaging, holistic, play-based approach to learning • Pursue the interests and developmental stages of the children and tailor teaching accordingly • Be accountable for the attainment, progress and outcomes of all children in Preschool • Be aware of children’s capabilities and their prior knowledge and skills, and plan differentiated teaching to build on these • Have a clear understanding of the needs of all children, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject) • Demonstrate secure knowledge of age-related expectations and stages of development in Early Years • Use an appropriate range of observation, assessment, monitoring and recording strategies • Use relevant data to monitor progress and plan subsequent lessons • Ensure the classroom and outside learning environment are inviting, purposeful, organised, and promote a love of learning • Coordinate off-site visits for children to further the learning experience
Leadership	<ul style="list-style-type: none"> • Be accountable for the progress, attainment and individual needs of all children with the Preschool Phase • Provide accurate reports and information to the Senior Leadership of the school • Ensure that the provision remains up-to-date with regard to pedagogical best practice • Communicate effectively with colleagues both within and outside of the Preschool Phase • Take responsibility for the direction and long-term planning of Preschool • Act promptly and decisively to resolve issues • Lead regular planning and development meetings with Preschool colleagues • Model best practice as an active member of the Preschool teaching team • Recognise strengths of Preschool team members and provide support where necessary • Understand the importance of the wellbeing of everyone in the Preschool phase

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Behaviour and Safety	<ul style="list-style-type: none"> • Establish a safe, purposeful and stimulating environment for children, in line with the school's ethos • Manage behaviour in line with the schools behaviour policy and introduce additional strategies where necessary – ensuring that these are rooted in positive reinforcement • Manage classes effectively, using approaches which are appropriate to children's needs in order to inspire, motivate and challenge pupils • Maintain good relationships with all pupils, exercise appropriate authority, and act decisively when necessary • Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils • Have high expectations of behaviour, promoting self-regulation and independence of all learners • Carry out playground and other duties • Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures • Participate in annual First Aid training and follow policies and procedures carefully
Collaboration	<ul style="list-style-type: none"> • Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies • Play an active role in staff meetings • Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them • Treat colleagues and the school environment with the utmost respect at all times • Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods • Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil • Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school • Cover for absent colleagues as necessary, including in other areas of the school
Wider Professional Responsibilities	<ul style="list-style-type: none"> • Work collaboratively with others to develop effective professional relationships • Deploy support staff effectively as appropriate • Engage and communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems • Communicate and co-operate with relevant external bodies • Organise and promote Class, Phase or Whole-school events • Make a positive contribution to the wider life and ethos of the school • Make regular, effective use of the school's communication App, ClassDojo
Professional Development	<ul style="list-style-type: none"> • Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being • Refining approaches where necessary responding to advice and feedback from colleagues • Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of professional development conversations

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Other	<ul style="list-style-type: none">• Register the attendance of and supervise learners, before, during or after school sessions as appropriate• Participate in and carry out any administrative and organisational tasks• Have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality• Perform any reasonable duties as requested by school leadership
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