Job Description – Pre-School Leader



# ORGANISATIONAL STRUCTURE

The postholder will be accountable to the pre-school co-ordinator, manager and area manager of Little Rays, (hereafter referred to as Management.)

# MAIN PURPOSE OF JOB

To assist management to ensure the smooth running of Little Rays Pre-School which has funded places for children from 3 - 4 years of age.

The overall policies, procedures and risk assessments are laid down by the management to whom all staff are responsible. These must be read before employment commences. They will be reviewed and updated annually and all staff should ensure they carry out their duties in accordance with these policies, procedures and risk assessments.

# RESPONSIBILITIES

* to agree the admission criteria on an annual basis with management and confirm this with the Education Board.
* to apply the criteria agreed for admission to pre-school and inform the parents of those children who have successfully gained a place within the specified timeframe.
* to arrange sufficient open nights and days to allow new parents to view the pre-school before the closing date for applications.
* to arrange and carry out an induction day in early June for the parents of the new intake of children. In this induction particular emphasis must be placed on informing parents of our Child Protection, Intimate Care, Child Management and Pastoral Care policies and procedures.
* to agree a suitable settling in programme which allows both children and staff sufficient time to settle in happily and easily.
* to provide a stimulating and varied programme for the children, ensuring that the well- being and safety of the children is paramount at all times.
* to integrate and work as a team with the other staff members, to maintain a harmonious atmosphere.
* to discuss and record the yearly, monthly, weekly and daily planning of the room and ensure that plans are amended accordingly especially for children with special needs.
* to ensure the planned activities for the children are carried out and meet the needs of those children.
* the leader must also assume the role of Designated Officer. Appropriate training will be provided and Child protection must be renewed every 3 years for all staff. It is the leader’s responsibility to ensure management are aware of training needs in adequate time which allows for the training to be arranged.
* to liase closely with the Early Years Specialist and take on board and implement any suggestions deemed useful. To attend all training provided by the Early Years Specialist. To contact the Early Years Specialist with any queries regarding aspects of planning, observations and any other topics discussed.

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* ensure all children and parents are greeted warmly on arrival, and all parents are kept well informed of their child's daily activities and development.
* parent teacher consultations must be carried out every term.
* plan and implement a varied and appropriate play schedule for the children ensuring each individual child’s needs are being met.
* ensure that observations are carried out on each child on a regular basis and recorded in that child’s individual folder.
* to provide evidence to back up your knowledge of each child’s development whether through observations, photographs, knowledge or another source.
* ensure that all play equipment is stored in a logical manner and in a way which promotes the child's independence when choosing play materials.
* ensure the safety of the children at all times. The postholder should have the necessary knowledge to detect hazards in the environment and be able to take appropriate action. An equipment safety check should be completed daily for inside and outdoors.
* assist children at break times if necessary. Ensure they are sociable, enjoyable occasions for everyone.
* ensure that the room is kept hygienically clean. All play equipment should be washed regularly and the room should be kept tidy.
* plan, prepare and take part in all special events, outings and visits, including dressing up on special occasions such as Children in Need and Halloween.
* listen to and encourage the children.
* advise management of any matter requiring attention such as concerns about a child or faulty equipment.
* be willing to obtain and maintain an appropriate First Aid certificate and Level 2 Food Hygiene.
* adhere to the dress code of Little Rays Pre-school, at all times and ensure all staff are always appropriately dressed.
* ensure all confidential information regarding the children, their families, fellow team members or Little Rays Pre-school, is kept confidential and should not be passed on unless it is in the interest of the child.
* keep daily observations and developmental records of the children.
* be prepared to alter hours of work to accommodate the children. Be prepared to remain after hours if necessary.
* Hold regular room meetings and record the minutes of these ensuring that any significant information is passed on to the management as necessary.
* attend additional training if requested.
* to be aware of any special requests or requirements for any children within your care and record this appropriately. Be prepared to drive nursery vehicles to transport children.

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