

## **Job Description for a Deputy Pre-School Leader**

### **Candidate Criteria**

The Deputy Pre-School Leader has responsibility for providing a high standard of care and education for the children in the Pre-School Department.

### **Role and Responsibilities**

They will support the Pre-School Leader:

- To ensure the smooth day-to-day running of Pre-School Department, liaising with SLT and Preparatory Head on a regular basis.
- To encourage each pupil to develop her potential to the full.
- To help lead the Bean Pod and Pea Pod (reviewed regularly due to ratios) pupils on a day-to-day basis.
- To maintain a safe and stimulating play environment and assist with developing opportunities that encourage children's social, physical, intellectual, creative and emotional development through play.
- To ensure that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- To work in accordance with up-to-date EYFS policies and procedures.
- To participate in the appraisal process and undertake further training and professional development as appropriate.
- To assist in the smooth running of and positive Pre-School (staff) working environment.
- To advise and support Pre-School colleagues in their roles and responsibilities.
- To provide pastoral care and support to Pre-School colleagues.
- To attend regular meetings with the Head of Preparatory.
- To assess and record each child's progress through observation with the support of the Pre-School team.
- To produce Digital Learning Journeys for all pupils which are regularly updated, and then presented at the end of the Pre-School year.
- To guide and promote CPD for Pre-School colleagues.
- To help manage and coordinate ordering resources and equipment as required.
- To participate in Parent/Teacher meetings twice yearly, Open Days and Meet the Teacher event.
- To write comprehensive final year reports for the Pre-School children. To maintain, deliver, support and record Pre-School colleague appraisals.
- To liaise regularly with Lower Preparatory colleagues and other Reception Class colleagues.

- To attend whole school functions, such as Curriculum Evening, as appropriate.
- To ensure the Health and Safety of the children and other colleagues is maintained during all activities, both inside and outside the Pre-School Department.
- To ensure that parents, carers and other visitors are made to feel welcome on visiting the department and that they receive appropriate information and advice.
- To provide prospective parents a tour and relevant information regarding policies, ethos and procedures within the department.
- To provide advice and support to all Pre-School staff regarding welfare and pastoral care of all girls.
- To liaise with the premises manager with concerns and requests for smooth safe running of building.
- To be part of the Wraparound Care Rota.

The candidate must have at least 3 years of experience of working in an early years setting, not including experience whilst gaining qualification, are at least 21 years of age, and they must have a recognised VQ Level 3 minimum childcare qualification.

### **Hours**

Hours are Monday to Friday between 08:15 – 16:30 dependent on candidates hours to be negotiated.

### **Line Manager**

The holder of this post reports to the Head Teacher, Melrose.

### **Remuneration**

The remuneration is on the LSA Level 2 scale (Level 2 Learning Support Assistant) and will be fixed at Point 2, which currently equates to £28.0404/hour.

### **Holiday Club (negotiable)**

There is also an annual requirement to support a holiday club from the end of Trinity term for the equivalent of two weeks. Detail to be developed in consultation with the Head Teacher.