

Pre-school Room Lead (Butterflies Day Nursery) job description and person specification

Key tasks and responsibilities:

Planning

- Work with the Line Manager and team to promote the aims and objectives of the nursery, ensuring that the ethos, curriculum and pedagogy is understood and implemented to a high level in the pre-school room and throughout the nursery.
- Work with Line Manager and team to develop child centred individual and operational plans to achieve the nursery's outcomes.
- Work with the management team to develop and deliver plans that drive the overall success of the nursery by managing staff, programmes and resources effectively.

Delivery

- Lead the pre-school room to ensure the best possible outcomes for pre-schoolers on their path to school.
- Ensure all children in the nursery have the same life chances, able to meet their own potential and have equality of opportunity in their learning, development and care.
- Ensure the efficient and smooth running of the pre-school room to a high standard.
- Ensure the continuation of high-quality childcare in the pre-school room and throughout the nursery.
- Ensure resources are up to date and relevant to the children's needs and interests role modelling care and respect when handling resources.
- Support the team with the early identification and intervention for children with possible special needs/additional needs and give physical, emotional, intellectual guidance as appropriate.

Leading teams

- Ensure a flexible approach to leadership and managing this role for the needs of the team, setting and nursery.
- Lead people and teams to bring out the best, value contribution, build diversity, raise standards and invite enthusiasm and commitment.
- Support all staff to maintain a friendly, professional and supportive working culture.
- Support the Nursery Manager to deliver inductions and training required.
- Participate in training programmes with a wide variety of students (placements and volunteers) by giving guidance and support.

Engagement

- Liaise with parents, professionals and agencies as needed, attending meetings and networking in relation to children or the nursery.
- Build strong partnerships with parents and carers for the benefit of their children.

Compliance and quality

- Support with the development, implementation and maintenance to monitor and record child development, nursery processes and systems.

- Keep up to date with all relevant developments relating to extra support or funding for children with additional support needs, where and how to access this.
- Feed into appraisals, target setting and nursery operations with the Operations/Nursery Managers.

Monitoring and evaluation

- Support in the development, implementation and maintenance to monitor and record child development, nursery processes and systems.
- Develop and maintain records of key children's development and learning journeys, share with parents, carers and other key adults in the child's life.

Finance and funding

- Work with key people and senior management to ensure that any allocated funding is spent in the right areas to improve outcomes.

Working for Centre4

- Uphold the ethos of Centre4 in all work and be a positive ambassador for the organisation.
- Comply and engage with all policy and procedure adopted by the organisation.
- Be committed to an inclusive approach to working that values and engages all our community and stakeholders.
- Maintain safe and high standards of practice in all work.

Other duties

The above is a non-exhaustive list of duties and you are expected to undertake any other duties as requested by your Line Manager. The organisation reserves the right to amend the job description in line with the changing demands of the business.

PERSON SPECIFICATION

Relevant experience	Proven experience in: • developing and implementing age/child appropriate curriculum and activities for pre-school children • working positively with children and families facing social and emotional challenges • responsibility for safeguarding across projects meeting compliance in line with organisation, local and national policy and guidance • leading and managing teams • working with volunteers	Essential
Education and training	Level 3 qualification or relevant experience: • Childcare • SEN	Essential

	Level 2 qualification or relevant experience: • case management • ICT	Desirable
General and special knowledge	A sound understanding of and commitment to: • GDPR and confidentiality procedures • local and national safeguarding practices ensuring a safe and nurturing environment for all children • local area challenges faced by families • deliver services that embrace equality, diversity and inclusion • working knowledge of EYFS and Ofsted compliance processes aiming to raise standards of provision • the needs of families with complex needs and its impact on children in settings	Essential
Skills and abilities	Excellent ICT Skills – particularly Microsoft Office 365, working with bespoke systems and a willingness to work within them, moving to a paperless system Excellent organisational skills and able to work in a fast-paced environment Willingness and ability to speak on behalf of Centre4 and its services in a variety of forums Excellent communication and engagement with ability to build rapport Excellent at listening and questioning to build trust and professional relationships quickly Well organised and resourceful with ability to work on own initiative, meet deadlines and monitor own performance	Essential
Working for Centre4	Be a positive ambassador for Centre4 with honesty and integrity Comply and engage with all policy and procedure adopted by Centre4 Have an inclusive approach to working that values and engages all our community and stakeholders Maintain safe and high standards of practice in all work An open co-operative approach to working that seeks opportunity and inspires ingenuity Commitment to training and development	Essential

Additional factors	Car driver or access to transport to attend meetings and events in the area and beyond North East Lincolnshire Ability to work flexibly, where some evening and weekend work may be required Right to work in the UK	
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