



HIGHFIELD PRE-SCHOOL MANAGER (MATERNITY LEAVE) JOB DESCRIPTION

Responsible to: Head of Early Years

Works for: Head of Highfield, Head of Early Years and Principal of HLC

Involvement with: Children, Parents and Staff of Highfield Pre-School, Head of Early Years, The Deputy Head of Highfield, Head of Highfield.

Hours: Full Time (37.5 hours) – Year-round.

Job Purpose:

- Lead the Early Years provision and staff in Pre-School with the support of the Head of Early Years
- Deliver quality education and care for the pupils in Pre-School
- Act as Deputy Safeguarding Lead for Pre-School and be part of the whole school DSL team
- Ensure that appropriate provision is in place for the Pre-School's Before School Care, After School Care and Holiday Clubs.

Main Duties

- Be responsible for the high-quality Early Years teaching and learning in Pre-School, promoting excellence and upholding the School's aims and mission.
- Be the Designated Safeguarding Lead for Pre-School and to join the Safeguarding Team as a DDSL.
- Oversee the supervision of Pre-School staff.
- Liaise with the Head of Inclusive Learning to ensure that pupils of all abilities receive appropriate support or extension, ensuring that intervention strategies are in place and are monitored.
- Deal directly with Pre-School staff with any issues or concerns in the first instance.
- Assist the Head of EYFS in carrying out staff appraisals each year.
- Distribute information to Pre-School staff – rotas, planning sheets, registers, meeting notes as appropriate.
- Monitor pastoral welfare for both pupils and staff.
- Co-ordinate Pre-School events such as: Nativity, Sports Day and Open Day.
- Liaise with Cleaning Manager, Estates Bursar, Estates Compliance Manager when appropriate.
- Liaise and organise baking needs and resources.
- When appropriate, meet with the Catering Manager to review snacks, lunches and numbers.
- Organise school trips using HLC documentation.

- Support the Head of Highfield and the Head of Early Years in Inspection preparation.
- Work with the Head of Highfield and the Marketing Team to ensure that the Pre-School is marketed appropriately.
- Contribute to strategic planning and the Whole School Development Plan.
- Play a major part in pupil recruitment and retention and help with tours as appropriate.
- Work with the Head of Early Years to ensure that standards of teaching and learning are of the highest level and best practice at all times.
- Work with the Head of Early Years on matters concerning the teaching staff – deployment, allocation of roles, monitoring, work sampling, lesson observations and disciplinary matters.
- Write reports at the end of the year for Key Person children.
- Oversee and check reports for Pre-School.
- Attend CPD courses.
- Liaise with Bursary regarding additional sessions, billing and ordering of resources.
- Be responsible for pupils and work experience students as well as updating/amending their paper work.
- Discuss on a regular basis any issues/concerns or worries with Head of Early Years.
- Support and direct staff to ensure high standards and the smooth running of Highfield Pre-School.
- Ensure timetabling and deployment of staff and children is suitable
- Support the Head of Early Years in meetings with parents or other teachers when necessary.
- Attend meetings throughout HLC, IAPS and other Early Years groups with staff from across all phases when appropriate.
- Oversee the correct organisation and staffing of the Early Years Holiday Club throughout the year
- Ensure that there is adequate staffing for the Before and After School provision.
- Oversee the budget for Pre-School.

Person Specification

Essential:

Qualifications and training

- Early Years Professional Status - Minimum Level 3 childcare qualification
- First aid training
- Good knowledge of child protection and safeguarding
- Excellent planning, organising and time management skills
- IT skills

Skills and Knowledge

- An understanding of professional development opportunities for EYFS.
- A clear understanding of how to monitor staff performance and communicate this to a senior leadership team.

Personal attributes

- A high level of accuracy and attention to detail.
- Excellent time management skills, interpersonal skills and organisation.
- An ability to think strategically and manage problems.

Desirable

Qualifications and Training

- Early Years Professional Status – Level 5 Diploma
- Early Years Foundation Stage (EYFS) assessment, observation, planning and training.
- Experience of working in a nursery as part of an independent school setting

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will not be allowed to start in school until all pre-employment checks have been completed satisfactorily. The successful applicant must be willing to undergo child protection screening appropriate to the post. The School is an educational charity and equal opportunities employer.