

JOB DESCRIPTION

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| Job Title: | Preschool Leader |
| Location: | Hempstead |
| Hours: | 32 hours per week |
| Salary: | as per your contract |
| Reporting to: | Executive Leader |

PURPOSE OF JOB

- To provide the highest standards of quality care and education.
- To work in partnership with parents, carers, and professionals to safeguard and promote well-being to ensure the very best outcomes for all children.
- To work within the framework of the Children's Act, the Early Years Foundation Stage, Statutory Framework, Hedgehogs' policies, procedures and risk assessments, alongside current legislation relating to childcare.
- Work alongside the company's senior leadership team and setting staff team to ensure that Hedgehogs' vision, philosophy, and objectives are fulfilled.

PRINCIPAL ACCOUNTABILITIES

- To act as the Designated Safeguarding Lead for the setting (training to be provided if required).
- Supervise, direct, support, motivate and positively challenge the staffing team.
- To be involved in the coaching, support and mentoring of unqualified team members and students who are pursuing a childcare qualification.
- To lead and plan, where appropriate, out of working hours activities, e.g. training, staff meetings, promotional events, etc.
- To organise and lead meetings ensuring good team motivation, information sharing, coaching, and planning.
- To ensure the provision offers a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- Support children with additional needs by giving physical, emotional, intellectual care and guidance as appropriate, whilst working alongside parents and other agencies to give full integration in the setting, in partnership with the settings SENco.
- To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
- To ensure that all health, safety, and security measures are constantly maintained to protect the children, staff and visitors.
- To initiate and conduct effective risk assessment.
- To be aware of the high profile of the setting and to uphold its standards at all times. To be an ambassador for the setting, both within the setting and in the wider community.

- To support the team in the preparation and maintenance of children's care diaries, observations and learning journeys.
 - To respect and maintain confidentiality in relation to children, families, staff and the setting.
 - To complete any other duties as directed by the senior leadership team.
 - To be flexible within working practices of setting. Be prepared to help where needed, including to undertake certain domestic tasks within the setting, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, kitchen duties etc. Also, flexibility with regard to working in different rooms as and when required to ensure effective operation of the setting.
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ESSENTIAL CRITERIA

- Minimum Level 3 Ofsted recognised childcare qualification.
- Minimum of 2 years of working in a leadership role in a childcare setting.
- Demonstrate evidence of effective team management strategies.
- Experience of working with children and families.
- Experience and understanding of the Early Years Foundation Stage Framework.
- Knowledge and understanding of policies and procedures relating to safeguarding children, health and safety, equal opportunities and confidentiality.
- DBS Certificate
- Possess or be willing to obtain Paediatric First Aid certificate.
- Possess or willing to obtain DSL certificate and Safer Recruitment training.
- Understanding the use of basic technology (computer, photocopier, etc.)

DESIRABLE CRITERIA

- Educated to degree level in a relevant subject.
- Knowledge of the Curiosity Approach.
- Previous experience of using an electronic learning journey. (However full training will be given to the successful candidate).
- Previous experience of leading an Ofsted inspection.
- High quality customer care skills.
- Forest School experience.

NB: THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974. THE SUCCESSFUL CANDIDATE WILL ONLY BE APPOINTED ONCE SATISFACTORY REFERENCES HAVE BEEN OBTAINED.