

Pre-School Job Description



Organisational information:

Burghill Community Academy
Burghill
Hereford
HR47RP
www.burghillacademy.com

Responsible to:
Headteacher/SLT/EYFS Manager

Responsible for:
Preschool and Nursery staff – in conjunction with EYFS Manager

Main Purpose of Job:

- To deliver and ensure a high standard of learning, development and care for the children in the Preschool Class
- To manage the day to day activities for the children in the pre-school class.
- To ensure that the Preschool Class is a safe environment for children, staff and others.
- To develop partnerships with parents/carers to increase involvement in their child's development.

Main activities:

Education and Learning

- To ensure that the preschool provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To work with EYFS lead for drawing up long-term and medium-term plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
- To ensure that the preschool plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To support the preschool team.
- To work with other professionals in the local area for the benefit of children and families.
- To work to preschool policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To liaise closely with parents/carers, informing them about the Preschool curriculum, exchanging information about children's progress and encouraging parents' involvement through Termly Reports, Parents Evenings and Tapestry

- To work in partnership with management to update and review your professional development.

Health and Safety

- To report the settings Safeguarding concerns to the Academy’s Designated Safeguarding Lead.
- To ensure that Preschool is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.
- To contribute to and implement all academy policies and procedures, e.g. register and signing out procedures, accident and incident records, child protection, health and safety, confidentiality, food safety, setting hygiene and complaints; and oversee that all policies and procedures are followed.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Headteacher:	Headteacher signature:	Employee:	Employee signature:
Mr Alex Davies	Date:		Date: