

Pilgrims Pre-Preparatory School

Job Description:

Early Years Department Manager & Training Coordinator



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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:

Early Years Department Manager and Training Coordinator

School:

Pilgrims Pre-Preparatory School

Reporting Line:

Head of EYFS

Hours:

As per contract

Purpose:

To assist the Headteacher and Senior Leadership Team in the effective leadership and management of the school, sharing in the realisation of the school's vision, mission, aims and values. To support and implement the agreed aims and policies of the school, working effectively with all other department managers, supporting the Head of Early Years in the continued delivery of outstanding care and education.

Main duties and responsibilities:

Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with. Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, well-being, security and confidentiality. Reporting all concerns to an appropriate person where necessary.

Policy/ Strategic Direction

- Support the Head of Early Years, by motivating and leading the department in the delivery of outstanding care and education at Pilgrims.
- Work with the Head of Early Years to write, review and deliver departmental action plans in line with the school's priorities.
- Ensure all school policies and regulatory requirements, particularly those linked to Health & Safety and Safeguarding are up to date, implemented and understood by all departmental staff.
- Support the Head of Early Years with the maintenance of the Early Years SEF to inform the School strategic plan and successful Inspection outcomes.

General Duties

- Support the Named Deputy, in the smooth running of all departments, in the absence of the Head of Early Years.
- Ensure all Early Years Departments work effectively and professionally together.
- Establish clear, consistent and effective lines of communication within the department and across departments.
- Ensure rooms and work areas are well organised and tidy, promoting positive working and learning environments.
- Ensure the safety, security and well-being of all children and staff within the department in line with school policies and procedures.



- Establish staff and pupil timetables to support the Room Leader in the day to day organisation of the room.
- Set clear and consistent expectations in relation to Room Leaders responsibilities and staff code of conduct, providing support where necessary enabling continued professional development.
- Monitor room organisation, encouraging and promoting positive learning opportunities and behaviours in line with the school aims and values.
- Manage staff rotas including cover for staff absence, liaising with other departments where necessary to ensure pupil ratios are maintained.
- Maintain accurate pupil registers and attendance records, liaising with the registrar where necessary with parental requests and changes to sessions.
- Work in partnership with parents to promote clear lines of communication and positive and professional relationships throughout your department and the school.
- Support the recruitment of new staff, including observations and interviews

Learning and Development

- Support the Head of Early Years in the development of play, care and learning within the department. Monitor and review department curriculum planning and delivery to ensure continuity and progression and that individual needs are appropriately met.
- Monitor pupil records and electronic learning journals and yearbooks to ensure that they are up to date and evidence collated is relevant and accurate. Liaise with the Head of Early Years and Room Leaders to moderate judgements and observations made by practitioners as to each child's development within and across departments.
- Liaise where necessary with relevant coordinators and outside agencies in relation to additional needs.
- Work with Department Manager Responsible for SEND and other relevant colleagues to create IPPs for children in your department, where appropriate
- Where necessary plan, deliver and assess adult led / adult initiated sessions.
- Coordinate and support the writing of end of year reports ensuring accuracy and consistency.
- Liaise with the Head of Early Years, Department Managers, Room Leaders, other staff, parents and staff from other settings to ensure a smooth transition for pupils: into the setting, between rooms, between departments and where appropriate, other settings.

Management of others

- Attend regular meetings with other department managers to support strong and positive working relationships and a consistent approach to leadership and management across Early Years.
- Liaise with the Head of Early Years to ensure communications are well planned, and include all relevant parties, particularly in relation to the organisation of events or changes to normal working routines.
- Line manage department Room Leaders in line with relevant HR policies with support, as necessary, from the Head of Early Years, carrying out regular performance reviews, supervision meetings and back to work meetings
- Organise and attend weekly department / room leader meetings, setting relevant agendas and ensuring accurate minutes are taken to support lines of communication and staff training.
- Support Head of Early Years in the allocation and development of staff to make the



most effective use of their skills, expertise and experience.

- Authorise annual leave requests for all staff in your department, liaising with Room Leaders.
- Ensure staffing ratios are met, taking account of qualifications including First Aid
- Liaise with the Head of Early Years, other Department Managers and supply agencies in order to ensure that staffing ratios are met

Training and Development of Self and Others

- Provide a professional role model for others demonstrating expected behaviours and attitudes in line with the school values at all times and develop and maintain a culture of high expectations.
- Promote the development of working environments which actively engage and enable staff, encouraging inclusive, respectful and professional attitudes and behaviours in line with the school values.
- Meet with the Head of Early Years for regular updates in relation to Early Years and wider school events / issues.
- Keep abreast of current educational thinking, attending courses, reading and sharing with colleagues' significant developments.
- Identify areas for personal development and attend appropriate professional development meetings in line with own performance management cycle.
- Attend, coordinate and lead, where necessary, staff training, INSET, and other school events such as parent information evenings, seasonal events, and consultation evenings including those which may fall outside of 'normal' working hours.
- Support in the training and development of staff, liaising where necessary with the Department Manager responsible for the coordination of Trainees.

Management of Resources

- Ensure room leaders are aware of departmental budgets and their responsibility for keeping within these.
- Promote and encourage a culture of respect in relation to all resources and ensure they are maintained, used and stored appropriately by all staff.
- Monitor and identify resources required to support the needs of the department in line with action plans and school priorities. Take responsibility for managing department budgets and maintain accurate financial records.

Communications, Marketing and External Links

- Support the production of weekly department newsletter to parents. Effectively communicate information relating to relevant items of interest, news and events.
- Build effective relationships with parents, informing them of matters affecting their children and attending to any concerns raised.
- Support the Head of Early Years with updates to the staff and parents' handbooks.
- Assist with all necessary marketing, publicity and advertising initiatives.
- Liaise with all relevant staff across the whole of Pilgrims to ensure effective communication is maintained to ensure smooth running of Early Years

You may also be required to undertake such other comparable duties as the Head requires from time to time.



c. Training Coordinator

Support and liaise with the Head of Early Years in the coordination and monitoring of Students, Apprentices and / or Trainees (those members of staff working towards a relevant Early Years qualification)

- Establish strong, professional relationship with the college / training providers ensuring clear and regular lines of communication.
- Have a secure knowledge of training course content and expectations to ensure that the support provided in school is appropriate and relevant
- Keep abreast of any changes to training requirements, liaising with the Head of Early Years where necessary to ensure processes and policies remain in line with all relevant documents.
- Work with the college / training providers / Department Managers to support the successful selection of motivated and capable students, apprentices and / or trainees.
- Work closely with the college / training providers in the development of the Trainee's core knowledge of their course.
- Work with the other Department Managers to create and deliver training plans, tailored to the needs of each student.
- Work with the college / Training providers / Department Managers to set appropriate targets and monitor performance to support progress and identify next steps.
- Ensure regular observations are undertaken by Room Leaders and Department Managers to support training requirements and continued progress.
- Provide regular coaching and mentoring opportunities for students to support engagement and wellbeing.
- Work with Department Managers to provide student work schedules which reflect a breadth of experience across all departments.
- Work with students and College / Training providers to facilitate necessary meetings and student observations.