

Pilgrims Pre-Preparatory School

Early Years Room Leader



About our setting

At Pilgrims Pre-Preparatory School our ethos is simple. Little people start learning from birth, and we take every opportunity to nurture that inherent curiosity and creativity to provide the best possible educational start for each and every child in our care. From the superb design of our buildings to the inspiring way we teach, our attention is centered on letting children be children while helping them to flourish.

Pilgrims School provides a safe and happy environment full of rich and challenging opportunities. We motivate each child to discover their full potential whilst recognising and supporting individual needs. We aim to stimulate the children's curiosity, imagination and creativity encouraging them to be confident and independent thinkers.

As well as nurturing our children's interests and developing their ideas, we inspire them to open their minds to new opportunities and challenges.

Reception



Children joining Reception attend full-time from the beginning of the Autumn Term. During the year, children continue to build upon the basic skills already established in our Pre School. At this stage, particular emphasis is placed on developing independence – each child is expected to take increasing responsibility for their own belongings, demonstrate care for themselves and for others and begin to understand that there are consequences to actions. The class teacher carefully plans exciting termly topics linked to sessions in literacy, numeracy and knowledge of the world to enhance the children's learning. The timetable in Reception also includes visits to the IT suite, library and Hall for gymnastics. Specialist teachers provide weekly sessions in French, swimming, games and music.

Year 1



With foundations securely in place, the children in Year 1 are now ready to become more independent in their learning. Whilst still following a creative curriculum, subjects are more formally timetabled. Topic titles are used to teach key skills in contexts which are familiar and interesting to the children. On their travels to “the pond and beyond” the children will explore the plant life and creatures living in the environment. Back in the classroom, they will develop their literacy skills by writing a report about what they have found, whilst in science they will investigate and analyse the samples taken from the pond. Confidence and independence continues to be promoted and expectations remain high as the children head towards Year 2.

Year 2



In Year 2 the children are guided and encouraged to further develop their academic and personal qualities. As role models to the younger children, additional responsibilities and challenges are introduced. By assisting with various roles around the school, the children are able to demonstrate a clear understanding of the school values. At some point during this school year, there is an expectation that all our children will attend a two night residential trip, focussing on team building and leadership skills. This trip is key in highlighting the children's hidden talents and interests which may not be easily identified within the classroom environment. Creativity and imagination continues to be developed through many concerts, plays and performances to the school and the wider community. By the end of Year 2 the children are well prepared both academically and socially for the excitement and challenges of their move to their next school.

Our values

Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy and safe.

Curiosity

We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a life-long love for learning and the skills to explore the world around us.

Respect

We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity

The role

Permanent contract

37.5 hours per week between 8am-6pm, Monday-Friday

An exciting opportunity has arisen for an Early Years Room Leader with NVQ Level 3 qualification and key worker experience to join our team. The successful candidate will be capable of motivating and inspiring a team to ensure outstanding levels of care and education in the room. If you want to work in supportive forward-thinking environment, have an excellent understanding of EYFS compliance, and can inspire and motivate a team, this might be just the role for you!

Benefits

Pilgrims has high expectations of its staff and therefore looks to reward them with the generous benefits, including a competitive salary, beneficial conditions of service, four dedicated training days and further opportunities for training and personal development.

A private health care scheme with cash back benefits, including alternative therapies and private hospital surgical treatment are available to support staff wellbeing. All staff enjoy free on-site parking, as well as free lunch and refreshments. We offer an Employee Assistance Scheme which includes support with legal issues, financial advice and wellbeing support and counselling. We offer 3 emergency days per year. All employees are covered under the generous life assurance scheme from the first day of employment.

General Information

Pilgrims is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

To apply please visit our website at www.pilgrims-school.info or telephone Barbara Courtney, HR Co-ordinator, on 01234 369555.

Job Description

Main duties and responsibilities:

To support and implement the agreed aims and policies of the school. To share in the realisation of the vision for the school.

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 and Department Managers by motivating and managing the delivery of outstanding care and education within the room.
- Support the successful delivery of department targets as identified on the action plans and use to inform performance objectives.
- Ensure all school policies and regulatory requirements, particularly those linked to EYFS, Health & Safety and Safeguarding are adhered to and understood by all room staff.
- Ensure the safety, security and well-being of all children within the room.
- Take an active role in the achievement of outstanding Inspection outcomes.

General Duties

- Oversee and attend to the health, wellbeing and safety of the children at all times, including outdoor play areas.
- Liaise with the department managers to ensure all areas and resources within the room and outside areas are cared for, clean and safe.
- Ensure the physical needs of each child is are met appropriately, including the dressing of minor wounds, dealing with health requirements as necessary (e.g. use of asthmatic inhalers) in line with relevant and appropriate training and school policies and procedures.
- Ensure all formal pupil records are up to date, accurate and adhered to by all staff, with particular regard to Health and Safety, Medical or dietary needs. Liaising with the parents where necessary.
- Ensure activities and routines such as playtimes and mealtimes, provide opportunities for children to socialise and learn, encouraging good manners and the ability to make healthy choices.
- Work with the department manager to establish staff and pupil timetables.
- Set clear and consistent expectations in relation to practitioners' responsibilities and staff code of conduct, providing support where necessary enabling continued professional development.
- Liaise with the department manager to ensure staff rotas are accurate and staff absence is covered appropriately, maintaining necessary pupil ratios at all times.
- Liaise with the department manager to ensure accurate pupil registers and attendance records.

- Cover, for short term periods, in the absence of Practitioners taking on the role of key worker where necessary.
- Work in partnership with parents to foster positive and professional working relationship with their children, offering help and guidance where appropriate.
- Support Early Year Practitioners with communications to parents providing additional reassurance and guidance where necessary.

Learning and Development -Children

- Coordinate, plan and organise the play, care and learning within the room. Monitor alongside the department manager the short and long-term planning to ensure continuity and progression and that individual needs are appropriately met.
- Ensure the room layout and displays are stimulating and relevant, encouraging curiosity and independence.
- Plan, deliver and assess adult led / adult initiated sessions. Provide feedback to parents and staff as to pupil progress, attainment and possible next steps.
- Liaise with the department manager to establish a system to ensure pupils records and learning journals are up to date and evidence collated is relevant and accurate.
- Work with relevant coordinators and outside agencies in relation to additional needs including SEND as required.
- Promote positive behaviour management strategies, following advice and guidance where necessary, from relevant Coordinator and / or outside agencies.
- Support Early Years Practitioners with the writing of end of year reports ensuring accuracy and consistency.
- Ensure transition information for pupils is accurate and complete and consideration is given to additional settings which may be attended.

Management of others

- Organise and attend regular department and room leader meetings to support strong and positive working relationships and a consistent approach to management across Early Years.
- Establish clear lines of communications between yourself, direct reports, the department Manager and where appropriate the Head of Early Years.
- Make operational decisions during the short term absence of the Department Manager
- Liaise with Department Manager to ensure that the staff within your room have regular supervision meetings,(ensuring any particular concerns are referred to the Department Manager)
- Line manage Early Years/ Support Practitioners in line with relevant HR policies with support, as necessary, from the Department Manager. Carry out regular performance reviews, supervision meetings and ensure induction and probation meetings are taking place and training where required is attended.
- Support the Department Manager in the development of staff to make the most effective use of their skills, expertise and experience.
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Learning and Development of Self and Others

- Provide a professional model for others demonstrating the school values at all time and develop and maintain a culture of high expectations.
- Promote the development of working environments which actively engage and enable staff, encouraging positive and professional attitude and behaviours in line with the school values.
- 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.
- Actively support and attend 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.

Management of Resources

- Promote and encourage a culture of respect in relation to all resources and ensure they are maintained, used and stored appropriately by all staff.
- Be aware of departmental budgets and how these are managed.
- Support the department manager in identifying resources required to support the needs of the room to inform action plans.

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.

Person Specification

Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	NVQ Level 3 or equivalent in childcare 3 years post-qualification experience.	Further professional training at Level 4 or above First Aid qualification Lift Off to Language training Makaton training	Production of applicant's certificates
Attainments and Experience	Excellent record of Early Years practice Sound knowledge of the EYFS statutory framework (September 2021) including Learning and Development and Safeguarding and Welfare requirements Experience of SEND practices	Experience of different age groups within Early Years Previous nursery experience in a Room Leader position Experience of writing and reviewing IPPs and liaising with other professionals	Application form Task Interview
Skills	Excellent standard of written English and maths Excellent time management and organisational skills Excellent relationship with children, staff and parents Good behaviour management skills Excellent interpersonal skills Proficient IT skills including the use of Microsoft Word and Excel	Previous experience of proofreading documents Previous experience of observation software e.g. Evidence Me, Tapestry, Family	Application form, task Task Task / Interview Interview Application form / interview

	A confident communicator with both adults and children.		
Personal competencies and qualities	<p>Passionate about providing outstanding childcare and education</p> <p>Excellent role model to other practitioners</p> <p>Ability to lead, motivate and inspire a team</p> <p>Accountability for own actions and outcomes</p> <p>Ability to use initiative and work under pressure</p> <p>Ability to demonstrate resilience, patience and consistency</p> <p>Confidence to have difficult conversations</p> <p>Commitment to own professional development and training</p>	<p>Sense of humour</p> <p>Range of outside interests</p>	<p>Interview</p> <p>Interview / application form</p> <p>Interview</p> <p>Interview</p>