



Job Description	
Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Little Pilgrims Manager</p> <p>Location: Pilgrims Pre-Preparatory School</p> <p>Line Manager: Early Years Operations Manager (EYOM)</p> <p>Hours: 37.5 hours per week, Monday to Friday, worked between 8.00am and 18.00pm</p> <p>Role Summary:</p> <p>To assist the Headteacher and Senior Leadership Team in the effective leadership and management of the school. To work effectively with all other department managers, supporting the Head of Early Years and Early Years Operations Manager in the continued delivery of outstanding care and education.</p>
Main duties and responsibilities:	<p>Promote and safeguard the welfare of the children and be aware of and comply with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality.</p> <p>Policy / Strategic Direction</p> <ul style="list-style-type: none"> • Support the Early Years Leadership team by motivating and leading the department in the in the delivery of outstanding care and education at Pilgrims • Work with the EY Leadership team to write and review departmental action plans in line with the Early Years plan and use this to inform performance objectives • Ensure all school policies and regulatory requirements are implemented and understood by all departmental staff • Support the EY Leadership team with the maintenance of the Early Years SEF form to inform the school strategic plan and successful Inspection outcomes <p>General Duties</p> <ul style="list-style-type: none"> • Ensure the smooth running of the department which consists of Little Toddlers, Toddler and Kindergarten (children age 0-3years old) • Support the Head of Early Years to ensure that the curriculum delivered across the department is consistent, relevant and appropriate for the age and stage of the children and that individual needs are appropriately met, in line with the school's policies • Ensure staff effectively cater for the different age groups and stages of development across the department • Sensitively and appropriately manage parent communications, dealing with a range of issues and ensuring the best possible outcome to meet the necessary needs of all parties



	<ul style="list-style-type: none"> • Work in partnership with parents to promote clear lines of communication and positive and professional relationships throughout your department and the school • Support the Early Years Operations Manager in the smooth running of all departments, in the absence of the Head of Early Years • Establish clear and effective lines of communication across all departments (Managers and Room Leaders) • Ensure rooms and work areas are well organised and tidy, promoting positive working and learning environments • Maintain a safe, secure and inclusive environment for all children and staff within the department, in line with school policies and procedures • Establish staff timetables to support the Room Leaders 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 • Managing staff rotas including cover for staff absence liaising with other departments where necessary to ensure pupil ratios are maintained • Ensure all pupil records are accurate and up to date with particular regard to Health and Safety, Medical or dietary needs, liaising with the parents where necessary • Oversee allocation of all key children in the department • Take responsibility for the delivery of SEND intervention within the department, working alongside Early Years Operations Manager, Head of Early Years and the Pastoral & SEND Co <p>Learning and Development</p> <ul style="list-style-type: none"> • Work with Room Leaders to monitor pupil records to ensure that they are up to date and evidence collated is relevant and accurate. Liaise with the Head of Early Years to moderate judgements and observations • Liaise where necessary with relevant coordinators and outside agencies in relation to additional needs • Coordinator and support the writing of end of year reports ensuring accuracy and consistency • Liaise with the EY Leadership team to ensure a smooth transition for pupils, between rooms, stages and where appropriate settings
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	<p>Management of others</p> <ul style="list-style-type: none"> • 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 EY Leadership team 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 • Liaise with the Early Years Leadership team and HR to ensure that the staff within your department have regular performance reviews, supervision meetings, back to work meetings and inductions • Provide day to day management of Room Leaders and Early Years Educators to ensure an engaged and motivated team • Lead, organise and attend weekly department / room leader meetings setting relevant agendas and ensuring accurate minutes are taken to support lines of communications and staff training • Proactively develop staff to make the most effective use of their skills, expertise and experience • Mentor learners and apprentices in the department ensuring they achieve qualifications within time frame agreed • Authorise requests for staff annual leave and use information to inform staffing requirements <p>Training and development of self and others</p> <ul style="list-style-type: none"> • Provide a professional model for others demonstrating expected behaviours and attitudes in line with the school values at all time and develop and maintain a culture of high standards • Be responsible for or oversee the planning and induction of new staff, working alongside HR. Ensure relevant school policies and processes are followed providing thorough probation and performance management reviews so that expectations are clear and objectives are SMART • Promote the development of working environments which actively engage and enable staff, encouraging inclusive, respectful and professional attitude and behaviours in line with the school values • Meet with the EY Leadership team 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, Open Days and other school events such as parent information evenings, seasonal events, and consultation evenings including those
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	<p>which may fall outside of 'normal' working hours</p> <p>Management of resources</p> <ul style="list-style-type: none">• Supporting with creating the department budget, and manage effectively ensuring it is not exceeded• Promote and encourage a culture of respect in relation to all resources and ensure they are maintained, used and stored appropriately by all staff, with an emphasis on sustainability• Monitor and identify resources required to support the needs of the department in line with action plans, school priorities and budget <p>Communication, marketing and external links</p> <ul style="list-style-type: none">• Oversee the production of weekly department newsletter to parents, effectively communicating information relating to relevant items of interest, news and events• Assist with all necessary marketing, publicity and advertising initiatives <p>You may also be required to undertake such other comparable duties as required by your Line Manager or any other relevant Manager.</p>
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the role with appropriate discussion.



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	A minimum of Level 5 qualification or equivalent in childcare	First Aid qualification children and adults SENCo Mental Health First Aider Safer recruitment trained	Application form Certificates
Experience	3 years' experience managing an Early Years setting with children age 0-3 years old Experience of positively supporting parents with a wide range of issues and needs Providing care and education to children from a wide range of backgrounds, including those with SEN Experience of effectively motivating, leading and managing a team Experience of observing and assessing children's development Excellent understanding of the needs of young children Ability to provide advice and support staff regarding the EYFS curriculum, planning and	Experience of managing budgets, including staffing and resource costs Experience of coaching and mentoring	Application form Interview Task References



	observations		
Knowledge & Skills	<p>Sound knowledge of the EYFS statutory framework including Learning and Development and Safeguarding and Welfare requirements</p> <p>Good understand of Ofsted/ISI expectations and inspection processes</p> <p>Up to date with changing legislation and practices</p> <p>Familiar with and able to use Microsoft packages</p> <p>Excellent written and verbal communication skills</p>	<p>Previous experience of observation software e.g. Evidence Me, Tapestry, Famly</p>	<p>Application form</p> <p>Task</p> <p>Interview</p>
Personal competencies and qualities	<p>Passionate about providing outstanding childcare and education</p> <p>Provide and promote positive behaviours and attitudes</p> <p>Self-aware and reflective – ability to take responsibility 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>Ability to approach potential difficult situations with confidence, diplomacy and understanding</p> <p>Commitment to own professional development and training</p> <p>Open and accepting of change and ability to motivate and reassure others</p>		<p>Interview</p> <p>Task</p>