A drawing of a tree with two faces

AI-generated content may be incorrect.

**Early Years (Preschool) Manager**

**Job Description**

**POST TITLE: Early Years (Preschool) Manager**

**GRADE: 6**

**JE Reference: A11423**

**REPORTS TO: Headteacher**

**Safeguarding requirement:** Cherry Tree School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties and responsibilities**

* To lead and motivate early years practitioners in providing a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a group setting.
* To lead early years staff in creating a welcoming and family friendly environment.
* To be responsible for the smooth day-to-day running of the preschool.
* To work with the Foundation Stage teacher in establishing an effective curriculum that includes assessment, planning and evaluation.
* To lead early years practitioners in the promotion of self-esteem and independence, employing strategies to recognise and reward achievement within established school policy and procedure.
* Ensure the implementation of the EYFS curriculum for all children 0-5 years.
* To deliver the Foundation for Phonics Little Wandle programme.
* To review and maintain procedures for regular review and assessment of each child’s progress, ensuring regular communication and interaction with parents.
* To work in partnership with the Foundation Stage teacher to moderate assessment judgements.
* Work with the Foundation Stage teacher to ensure effective transition for the children into reception, including moderation of assessment judgements and sharing of information.
* To assist the Head Teacher in developing and monitoring safeguarding within the setting.
* To implement the school’s, SEND and Inclusion Policy and Child Protection Policy and lead practitioners in doing this.
* To assist the Head Teacher in the processes and procedures for quality assurance and compliance with all applicable legislation, including Health and Safety, within the preschool environment.
* To work with outside agencies and understand multi-agency and partnership working.
* To receive and deal with complaints positively in accordance with procedures.
* To lead team meetings and undertake training as required.
* To participate in the staff supervision and peer observation process.

**Managing Resources**

* To work alongside the School Business Manager in ensuring effective use of and renewal of resources.
* Ensure a high-quality environment is always maintained.
* To work with the Foundation Stage teacher to ensure that the resources used in each setting are progressive and enable the development of skills.

**Managing People**

* To manage the day-to-day deployment of the early years practitioners, including delegation of daily tasks and duties.
* To organise the key worker system and to effectively supervise staff daily; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
* To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.

**Managing the Quality of the provision**

* To work alongside the Head Teacher in establishing and maintaining a safe and acceptable standard of practice that meets OFSTED criteria.
* To work with the Foundation Stage teacher to ensure high quality standards, including appropriate progression from one phase to the next and the implementation of all relevant legislation, policies and procedures.
* To ensure the provision of suitable, high-quality materials to support the early years curriculum and environment.
* To take the lead in ensuring children make good progress and are ready to move onto the next stage in their education.
* To promote, attend and represent the preschool at appropriate events, conferences, seminars and training.
* To undertake any other task requested which is appropriate with this role and responsibility.

**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 postholder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**