



GRACE DIEU MANOR SCHOOL

JOB DESCRIPTION

HEAD OF PRE-PREP & NURSERY (0-7yrs)

This is an exciting opportunity to join an established and growing Pre-Prep and Nursery (EYFS). With many excellent foundations in place, the successful candidate can take the teaching and learning onto the next level, encouraging and leading staff to further develop the wonderful education on offer to our youngest children.

The role includes teaching a Year 2 class along with the additional responsibilities of leading the Pre-Prep and Nursery.

The Head of Pre-Prep and Nursery is responsible to the Headmistress for the efficient running of this department. This role includes the care of children from 0 – 7 years. The role necessitates a close working relationship with the Nursery Manager (who will be line managed and supported by the Head of Pre-Prep & Nursery, so ensuring a smooth transition from Nursery to School), as well as with the Deputy Head and Curriculum Manager in all other areas. The successful candidate will also be a part of the SLT (Senior Leadership Team).

Teaching and Learning

- To monitor the quality of teaching and learning in the Pre-Prep & Nursery, and to provide advice and support to the staff within.
- To oversee the pastoral and spiritual development of pupils in liaison with the Headmistress and Deputy Head.
- To be familiar with the work being done by Pre-Prep & Nursery staff, to visit Nursery and classrooms and to look at pupils' work, activity and engagement.
- To construct (following consultation with the Nursery Manager/Teachers) the timetable including resource and room allocation.
- To liaise with the SENDCO and Special Educational Needs teacher regarding pupils with special educational needs.
- To liaise with the Nursery Manager, teachers and parents as part of a whole school approach to maximising pupil performance, continuity and progression.

- To organise, where appropriate, a programme of educational visits.

Strategic direction and development of the Pre-Prep & Nursery (EYFS)

- To plan the curriculum and ensure that teaching is in line with KSI & EYFS requirements.
- To ensure that Schemes of Work exist and that these are regularly reviewed and updated as appropriate.
- To keep up to date with developments within the curriculum and communicate this to Pre-Prep & Nursery staff.
- To meet at least weekly with the Nursery Manager to ensure the smooth running of the Nursery and to maintain its 'outstanding' OFSTED and ISI inspection rating.
- To organise Pre-Prep & Nursery staff meetings providing an agenda in advance to all involved, and distributing minutes to relevant staff and the Headmistress. To feed through any topics to the EYFS Sub-Committee meetings & SLT.
- To attend an EYFS Sub-Committee Meeting each term.
- To meet with the Head and Deputy Head (as a member of SLT) at weekly Senior Leadership Meetings to inform and advise in all matters concerning the Nursery (EYFS).
- To liaise with the Year 1 (& 2) teachers so as to ensure continuity and progression between the EYFS and KSI.
- To produce, monitor and review annually an EYFS Development Plan (as a section of the Whole School Development Plan) in consultation with the Headmistress.

Leading and managing staff

- To be the Designated Senior Lead for the Pre-Prep & Nursery.
- To ensure that Pre-Prep & Nursery Staff are aware of and adhere to EYFS & School policy and to ensure that School policies relating to staff and pupils are implemented in the EYFS.
- To ensure staff: pupil ratios are in full accord with statutory requirements.
- To arrange staff sickness/absence cover in liaison with the Nursery Manager and keeping the Headmistress and Deputy Head informed.
- To ensure all assessments and observations are undertaken in line with the Development Matters framework, ensuring continuity and progression across the EYFS.
- To attend EYFS moderation meetings as appropriate.

- To monitor the completion of records on pupils and reports, ensuring that deadlines are met.
- To track the progress of pupils using the baseline tests and to share key data and analysis with the Deputy Head and Headmistress.
- To ensure that comprehensive transfer records are provided when pupils move up to the Preparatory School.
- To be involved in the appointment and induction of new staff to the Pre-Prep & Nursery and to organise a subject mentor for any NQTs and PGCE students (within the Pre-Prep & Nursery) in accordance with School policy.
- To be involved in the appointment and induction of ancillary staff, including classroom assistants and midday supervisors.
- To identify and develop skills of Nursery Nurses (in conjunction with the Nursery Manager) and teachers, including recommendations for staff inset.
- To conduct the appraisal of Nursery Nurses (in conjunction with the Nursery Manager and SENDCO) and teachers within the Pre-Prep & Nursery and to oversee follow up action.
- To organise staff representatives to be allocated to and attend working groups as necessary.
- To report any maintenance or Health and Safety requirements promptly to the Maintenance Team, or the Director of Finance, thereby ensuring that within the Pre-Prep & Nursery area, pupils and staff are able to work in a healthy, safe, clean and tidy environment.
- To ensure that a suitable EYFS Health & Safety Policy exists and is followed by staff.
- To be responsible for the conduct of fire drills working in liaison with the Headmistress and Maintenance Team.
- To produce reports (in consultation with the Nursery Manager & Deputy Head) for Governors as required.
- To organise the management and staffing of the after school care provision.
- To organise (in consultation with the Nursery Manager & Deputy Head/Headmistress) the management and staffing of holiday care and activities.

Efficient and effective deployment of staff and resources

- To plan, allocate and monitor the Pre-Prep & EYFS budget (in consultation with staff), including bidding for extra resources for planned future developments in keeping with the EYFS Development Plan.

Areas specific to Nursery (EYFS)

- To work closely with the Headmistress, the Admissions and Marketing Manager and the Marketing Governors to drive recruitment into the Pre-Prep, through assistance with the organisation of events for prospective families.
- To work closely with the Admissions and Marketing Manger to ensure a flow of 'good news' content from the Pre-Prep and Nursery for social media and communications with current and prospective parents, maintaining a high profile.
- To organise assemblies and prayer times (in liaison with KSI staff).
- To organise the weekly assembly programme and staff duty rotas (in liaison with KSI staff).
- To timetable and arrange Parent/Teacher Consultation and Information Evenings (in consultation with the Nursery Manager) and to deal with any queries from parents relating to pupils' educational progress and welfare.
- To manage the organisation of special events and functions within the Pre-Prep & Nursery (e.g. Christmas and Easter services, etc.) in consultation with the staff.
- To draw up and oversee the smooth running of a termly programme of extra-curricular activities.
- To attend Open Mornings and work with the Headmistress to ensure pupil retention and transition into the Preparatory School.
- To oversee all Pre-Prep & Nursery paperwork in readiness for inspection.
- To act as a DDSL lead within Pre-Prep & Nursery.
- To undertake any other reasonable duties required by the Headmistress.

Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to Degree standard • A teaching qualification, specifically EYFS • Evidence of Continuous Professional Development • An excellent teacher 	<ul style="list-style-type: none"> • Postgraduate qualification(s)
Knowledge and Experience	<ul style="list-style-type: none"> • Thorough knowledge and understanding of EYFS Framework • Significant pastoral and whole school experience at management level • Experience of staff appraisal • Experience of lesson observation and feedback • Experience with, involvement in, and support for, co-curricular life of an independent school or other 	<ul style="list-style-type: none"> • Experience of academic management and associated issues in similar schools • Experience of implementing whole school initiatives and contribution to whole school development at a strategic & operational level
Skills	<ul style="list-style-type: none"> • Exemplary communication and listening skills • Comfort in a representational role • Strong organisational skills and administration • To know when to lead and when to manage • Powers of diplomacy and persuasion • To anticipate need, to react appropriately and manage the necessary intervention • The ability to interpret data, both quantitative and qualitative feedback • An intuitive sense of pastoral matters/needs • The determination to see tasks through to their conclusion 	<ul style="list-style-type: none"> • Evidence of financial accountability, e.g., ability to work to a budget
Personal Qualities	<ul style="list-style-type: none"> • A personal faith consistent with the values, traditions and worship life of the School • An ability to empathise • To remain professional under pressure 	

	<ul style="list-style-type: none"> • Humility enough to accept critique • An ability to foster and sustain positive and mutually affirming relationships • Patience, resolve, and introspection/reflexivity • Dedication, loyalty and commitment • Being a positive role model in approach, conduct and standards of expectation 	
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In making the appointment the Headmistress and Governors will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This Job Description may be altered to meet changing educational context at the discretion of the School.

Application Procedure

Candidates should apply by completing an application form, available on the School website www.gracedieu.com which may be accompanied by a more detailed letter of application and a CV. The closing date for receipt of completed applications is **Friday, 27th September**. Initial interviews will take place on **Monday, 7th October**. Completed application forms should be marked for the attention of The Headmistress' PA, Gracedieu Manor School, Thringstone, Leicestershire LE67 5UG, or emailed to registrar@gracedieu.com.