



Job Title: Kindergarten Leader

Reports To: Director of Ignite UP

Salary: £23,000- 27,000

Hours of Work: 37hrs per week

Location: Dare Valley Country Park

Job Purpose:

The Kindergarten Leader will assume overall responsibility within the setting to promote high quality teaching and learning provision for children and to ensure safe, stimulating play for each child. The Kindergarten Leader will be responsible for the line management of Kindergarten staff, curriculum development and for learning provision to children with additional needs attending the setting.

The role requirements detailed below are not exhaustive and may be updated to include responsibilities relating to the setting's service level agreements (SLA) in line with Foundation Phase, Estyn or Flying Start.

Accountabilities:

Pedagogical Practice

- Lead the curriculum development for the Kindergarten ensuring the highest standards of delivery of nature pedagogy and ongoing curriculum developments that are in line with International best practice.
- Ensure the provision of a safe, stimulating Early Years learning environment in which children are able to learn and play through planned activities.
- Plan, prepare and deliver activities, which meet children's individual developmental needs in line with Foundation Phase including evaluation and assessment, with the assistance of all staff.
- Oversee the Ladybirds Group ensuring alignment with the Kindergarten curriculum so that Ladybirds can successfully transition into the kindergarten.
- Be an expert in Nature Pedagogy, have up-to-date knowledge of curriculum planning, assessment and reporting, and be able to support staff with this.
- Role model effective teaching and learning practice within the setting.
- Follow defined guidelines and procedures for child protection and safeguarding as recommended by the registering authority.
- Administer first aid as appropriate.
- Ensure that the group's equipment is set out before each session and cleared away after children have left.
- Implement procedures for children with additional needs.
- Encourage child participation, pupil voice and consultation in curriculum planning and raise awareness of the United Nations Convention on the Rights of the Child (UNCRC).

- Work in partnership with parents ensuring that they are kept fully involved and informed about their child's activities, achievements and progress, and encourage parental involvement.

Staff Management

- Manage, co-ordinate and supervise the assistants, volunteers and/or students – inform the line manager of any performance shortfalls and devise clear action plans that address identified performance gaps.
- Provide coaching and feedback to staff members on a regular basis to enable continuous performance improvement.
- Conduct regular lesson observations, one-to-one staff supervisions and performance appraisals.
- Embed a culture of reflective practice through effective Supervision and Performance discussions to ensure staff regularly evaluate their practice against defined teaching and learning outcomes.
- Be responsible for the co-ordination of team meetings ensuring that all staff participate in the planning of daily, weekly and monthly activities and events taking into account the individual needs of the children.
- Monitor the effectiveness of teaching and learning within the setting.
- Proactively engage with parents, schools and other agencies to foster parental engagement and a collaborative learning community.
- Carry out the induction of any new staff which includes Health and Safety and Child Protection policies and procedures during their first week of employment.

Administration & Communication

- Effectively utilise ignite social media channels to promote Kindergarten provision and to recruit new families.
- Carry out day-to-day administration, registers, record keeping, and fees.
- Keep all administration up to date including information that is required to meet CSSIW regulations.
- Work with the staff to review and amend all policies and procedures annually in line with CSSIW regulatory requirements.
- Maintain appropriate records, registers and reports to ensure legal and regulatory requirements are met.
- Produce regular progress and self-evaluation reports.
- Attend internal and external meetings and CPD events nationally and internationally to raise the profile of the Kindergarten and enhance teaching standards.
- Maintain records in accordance with the Data Protection Act 1998.

Legal

- Ensure that all aspects of service provision meet with the requirements of relevant legislation, eg The Children Act 1989, CSSIW and Estyn. Maintain the standards at all times with the support of staff and your line manager.
- Undertake the health and safety responsibilities that fall within the Health and Safety at Work etc Act 1974.
- Ensure all activities are operated in accordance with Equal Opportunities legislation and related policies.
- Carry out and maintain risk- benefit assessments and policies.

Multi Agency Working

- Engage with CSSIW, Social Services and relevant professionals as required to ensure that all legal and statutory requirements are adhered to.

Training

- Lead the delivery of high quality CPD & INSET events on behalf of Ignite UP in line with promotion of Dare Valley Nature Kindergarten best practice.

Person Specification

E = Essential Criteria

D = Desirable Criteria

Demonstrable track record of delivering high quality teaching and learning provision based on Scandinavian Nature Pedagogy principles and practice for a minimum of 1 year.	E
Holds a relevant Teacher qualification with QTS	E
Holds a recognised Nature Pedagogy qualification(s) e.g. Forest School Level 3, Skogmulle Leader certification	E
Holds a relevant qualification as defined by the registering authority (Level 3) in Early Years and Childcare.	E
Holds a Level 5 qualification (or is working towards) in Early Years and Childcare (Flying Start provision).	D
Demonstrable experience of working with preschool aged children and delivering the Foundation Phase curriculum for a minimum of 2 years.	E
Demonstrable experience of supervising staff and volunteers.	E
Demonstrable experience of managing staff and conducting effective one to one supervisions, staff Inductions and performance appraisals.	D
Demonstrable track record in achieving high standards of teaching and learning practice against Regulatory Authority and Inspectorate standards (eg. CSSIW, Estyn).	E
Demonstrable experience of planning teaching and learning interventions appropriate to children's needs.	E
Ability to proactively engage with stakeholders (children, parents, staff, schools, Regulatory Bodies) to continually enhance service provision.	E
Ability to maintain systems and records for the effective administration and financial management of the provision.	E
Demonstrates a commitment to Equal Opportunities.	E

Demonstrable experience of tailoring teaching and learning interventions to children with additional needs.	E
Holds a current First Aid certificate.	D
Holds a current basic Food Hygiene certificate.	D
Holds a current Child Protection certificate.	E
Experience of conducting risk/benefit assessments.	D
Ability to incorporate basic Welsh into the children's teaching and learning.	D

There is a **six-month** probationary period for this post and the post is subject to receipt of a satisfactory enhanced DBS check and successful first inspection (CSSIW/Estyn).

The post is funded largely by parent fees and therefore will be dependent upon numbers on roll.

This job description is subject to periodic evaluation. The role responsibilities detailed above are not intended to be exhaustive and the post holder may be required to undertake other tasks and responsibilities commensurate with the role.

The Human Resources Director approved this job description.

Signed: Christine Lewis

Date: 10 April, 2016