

Leader's Post- Job Description

Pre-School Playgroup

The overall policies and procedures of the group will be laid down by the Management Committee to whom the Leader is responsible. Within the terms of these policies, the Leader is responsible for the day-to-day running of the group and ensuring that there is a safe, caring and welcoming environment for children and their families during the pre-school session.

- The Leader with the Management Committee is responsible for the overall safety and well being of the children and for implementing the standards laid down in DHSSPS for Child Minding and Day Care for Children Under Age 12 Minimum Standards
- In consultation with the staff at meetings, the Leader should ensure that planning and preparation is carried out and that the activities offered throughout the session allow the children to experience the full breadth of the curriculum as laid down
- The Leader is responsible for ensuring the development of a quality service following the ETI publication 'Together Towards Improvement' for self evaluation
- The Leader working with the Management Committee is responsible for ensuring the implementation of a development plan and long term (each term), medium term (weekly) and short term (daily) planning for the curriculum
- The Leader working with the Management Committee is responsible for ensuring the yearly review and implementation of the Child Protection Policy
- The Leader is responsible for calling regular WEEKLY staff and planning meetings in order that staff will be fully aware of their roles and the progression of the play curriculum throughout the year
- The Leader is responsible for the support and supervision of staff on a day-to-day basis, regular one-to-one meetings and working with the Management Committee for the regular annual appraisal of staff
- The Leader should ensure that the playroom is fully set out before the session commences and is tidied up and clean after the session ends. The Leader is also responsible for ensuring good standards of hygiene are followed and that equipment is safe and regularly checked for repair
- The Leader, in conjunction with the staff team, will carry out systematic observations and make an assessment of each individual child's needs within the group and plan DAILY, WEEKLY AND TERMLY, to meet these needs. The Leader will listen to, encourage, stimulate and enable all the children as appropriate
- The Leader is responsible for keeping up-to-date records as stipulated by Social Services and the requirements of the Management Committee of the group (e.g. waiting lists, daily registers, accident book and observations of children's progress)
- The Leader will encourage the active participation of all parents in the group, ensuring they are kept fully informed in writing (termly) of their child's overall development within the group

- It is essential that the Leader attends relevant, ongoing training courses and evening meetings. Course fees may be met by the Committee for approved training
- The Leader will take part in , and help with the organisation of special events, outings, visits and fund raising activities
- The Leader working with the Management Committee will attend and present will attend and present a written report to Committee meetings and the Annual General Meeting of the playgroup
- The Leader should bring to the attention of the management any matter for which it is responsible. The Leader should bring to the attention of the management any matter of which it is responsible. The Leader should, however, keep strictly confidential any personal information regarding the children, their families or other staff which she/he learns about as part of his/her job. Such information should only be passed on in the interests of a child. If the Leader needs advice on such matters, then she/he should contact the Early Years adviser or registering social worker
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- The Leader should be available to attend to any other reasonable duties relevant to the post