



# Hulme Hall Pre-School

## Pre-School Room Leader Job Description

### The School

Hulme Hall Pre-School is committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 160 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint a committed and enthusiastic Room Leader to work within the Pre-School under the direction of the Head of Pre-School.

The successful candidate(s) will be highly motivated and able to use effective strategies to promote positive attitudes to learning. You will be fully committed to supporting children and have the ability to enthuse and inspire. You will also be able to work within a team environment.

### Major Duties and Responsibilities:

- To provide the highest standards of quality, care and education.
- Holding 'key person' responsibilities
- To work within the framework of the Children Act, the Early Years Foundation Stage, Statutory Framework, the School's Policies and Procedures and current legislation relating to childcare.
- To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
- To be responsible for planning and assessment within the room
- Support and supervise staff with their day- to- day duties.
- To oversee an effective keyperson system.
- In conjunction with the Head of Pre-School, identify and address individual training needs of staff.
- Support practitioners to prepare and use a range of resources suitable for children's ages, interests and abilities taking into account diversity and promoting equality and inclusion.
- Ensure that health and safety and security measures are constantly maintained.
- Preparation and maintenance of appropriate children's records, observations and learning journeys and a system of planning for individuals needs and next steps.
- Foresee the needs of SEND children and give physical, emotional, and intellectual guidance as appropriate and work alongside parents to give full integration in the Pre-School.
- Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary.
- To work in close partnership and to develop and maintain good relationships with parents / carers and other family members.

- To attend ALL out of working hours activities, e.g., training, staff meetings, parents' evenings, events, etc.
- To participate in and lead room meetings to ensure good team motivation, information sharing and planning.
- To be flexible within working practices. Be prepared to help where needed, including to undertake certain domestic jobs within the Pre-School, e.g., preparation of snack, cleansing of equipment, putting out bins, laundry, etc. Also, flexibility with regard to working in different rooms as and when required to ensure effective operation of the Pre-School.
- Work alongside the Head of Pre-School and staff team to ensure that the vision, philosophy, and objectives of the Pre-School are fulfilled.
- Support the Head of Pre-School and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.
- To respect and maintain confidentiality in relation to children, families, staff, and the School.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the School and to uphold its standards always. To be an ambassador for the School both within the School and in the wider community.
- To ensure good standards of hygiene and safety standards appropriate for the needs of young children.
- To initiate and conduct effective risk assessment.
- Supervise, direct, support, motivate and performance manage the staff team.
- To provide support to unqualified team members and students who are pursuing a childcare qualification.
- To carry out other duties as may reasonably be required by the scope and nature of the post.

**Please also see the Person Specification for this role, which is contained in a separate document.**

Applications are welcome from a diverse range of backgrounds and factors such as skin colour, gender, race, nationality, ethnic origin, religious faith, or any other protected characteristic will NOT be taken into account in the selection procedure.

### **In return, we can offer:**

- A school committed to safeguarding
- A welcoming, friendly, and inclusive Pre-School
- A committed staff team
- Opportunities for personal career development
- 30 days holiday plus bank holidays

### **Conditions of service:**

Salary will be £26,250 per annum (full time equivalent)

### **Application procedure:**

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: Mrs Khinda, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Head of Pre-School, Mrs Khinda, at: [h.khinda@hulmehallschool.org](mailto:h.khinda@hulmehallschool.org)

**Closing date for applications: Friday 24<sup>th</sup> May 2024**

