

## JOB DESCRIPTION

### Preschool Leader

#### Newtownabbey Methodist Mission Preschool

<b>Job Title:</b>	Preschool Playgroup Leader
<b>Responsible to:</b>	Preschool Committee
<b>Hourly Rate</b>	£14.78
<b>Hours of work</b>	30 hours per week which may include evenings from time to time
<b>Contract</b>	Part time, Permanent
<b>Leave Entitlement</b>	5.6 weeks
<b>Proposed start date</b>	As soon as possible

The Methodist Church in Ireland is a community of people drawn together by God's love, who seek to live wholeheartedly as followers of Jesus for the transformation of the world. Newtownabbey Methodist Mission is part of MCI. The Mission's motto is "A heart for God and a hand to people." We are called to serve Christ, and in response to His love and grace be His hands and feet in the Rathcoole Estate and wherever God places us.

**Newtownabbey Methodist Mission Preschool** is committed to delivering excellent outcomes for children. We pride ourselves on running a setting where children are happy, safe and able to reach their potential. Our staff team are the most important resource we have to ensure that this happens. We want staff who are child centred and willing to go the extra mile to make sure that our children fulfil their potential.

The Preschool Leader will be responsible for the day to day running of the Preschool to ensure safe, stimulating play in a safe, caring and welcoming environment for children and their families in line with DHSSPS Minimum standards for children under age 12, the Children (Northern Ireland) Order 1995 and the United Nations Convention on the Rights of the Child.

This will involve planning, preparing and delivering play based activities appropriate for children aged 0-4 years:

- To lead short, medium and long-term planning for the group.
- The assessment, monitoring and recording of individual children's development
- Responsible for the management and development of the Preschool staff including the allocation and monitoring of work, appraisal and training
- To develop the Preschool in terms of reputation and growth.

## Responsibilities

- Responsible for the overall safety and wellbeing of the children.
- Oversee the completion of risk assessments throughout the setting both indoors and outdoors.
- Provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the Preschool. Provide and maintain equality of opportunity for all children and their families.
- Organise and manage appropriate learning environment and resources.
- Select and prepare resources to take account of the children's interests, language and cultural background.
- Manage liaison with all relevant bodies to gather the necessary information, for Health Visitors, Social services and auditors to ensure that the Preschool is satisfying all the necessary legal and statutory requirements.
- Monitor, evaluate and adjust individual plans as appropriate as the children reach their next stage in their development.
- Manage record keeping systems and processes and record progress and achievements in activities systematically and providing evidence of range and level of progress and attainment.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Manage all staff and students appointed to the Preschool including ensuring a supervision and appraisal process is implemented
- Responsible for calling regular staff and planning meetings in order that staff will be fully aware of their roles and the progression of the Preschool curriculum throughout the year.
- Recruitment and induction of new staff in conjunction with Committee.
- Participate in training and other learning activities as appropriate.
- Work closely with the management committee including attending committee meetings and producing reports as requested.
- Ensure wider communication of the Preschool activities by producing monthly newsletters and updating social media to engage with Parents/Carers.
- Take part in and organise fundraising activities, special events, outings and visits.

The list of responsibilities above is not exhaustive and the leader may be expected to take on other reasonable duties as assigned by the Preschool Playgroup committee.

The successful candidate should be willing to work with respect for the aims and ethos of the Methodist Church in Ireland.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	QCF Level 5 Diploma in Child Care, Learning and Development or Playwork; or a relevant occupational qualification in early years' education, social work, nursing, teaching or health visiting	BA Hons Degree in Early Childhood Studies, or Degree level qualification in Early Years'.
Experience	<p>A minimum of 2 years paid experience working with children 0 – 4</p> <p>Good Knowledge and understanding of the NI Preschool Curriculum guidelines.</p> <p>Knowledge of child development including age appropriate areas of learning.</p> <p>Experience of developing long, medium and short-term planning for early years setting.</p> <p>Experience of observations and planning.</p> <p>Experience of managing staff and students, including staff appraisals.</p>	<p>2 years' previous experience leading and supervising members of staff in early year setting with children.</p> <p>Experience with ETI inspections</p> <p>Experience of PSEEP funding</p>
Skills and Abilities	<p>Demonstrate an understanding of developing policies and procedures.</p> <p>Good understanding of child protection and minimum standards.</p> <p>Knowledge of child development including age appropriate areas of learning.</p>	<p>Proficient in the use of ICT packages e.g. Word, Excel, See Saw</p> <p>Good communication skills</p>

	<p>IT skills with the ability to use Microsoft packages.</p> <p>Ability to lead and work within a Team.</p> <p>Able to relate well to children and their parents/carers</p>	
<p>Character</p>	<p>Motivated and energetic person who can take initiative and work in a team</p> <p>Friendly, caring, helpful</p> <p>Willingness to work with respect for the aims and ethos of the Methodist Church in Ireland</p>	