



Pre-School Lead JOB DESCRIPTION

WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence
- To assist parents and pupils in gaining their first choice of senior school
- To empower and instil inner confidence and mutual respect
- To value every child, identifying and developing each child's strengths and passions
- To provide excellent care and guidance whilst encouraging independence
- To inspire all to participate fully in the wider life of the school
- To ensure all have an understanding of their place in the local and global community

THE ROLE:

To provide outstanding leadership of the Beehive (Pre-School), ensuring a safe, nurturing and inspiring learning environment in which every child can thrive. The Beehive Leader is responsible for the strategic development, day-to-day leadership and continued growth of the provision, maintaining the highest standards of teaching, learning, care and safeguarding.

The role requires a passionate and experienced Early Years practitioner who can lead and inspire a team, build strong partnerships with families, and support children in becoming confident, independent and school-ready learners.

KEY DUTIES & RESPONSIBILITIES:

Management Responsibilities:

- Lead the strategic development and growth of the Beehive, supporting occupancy, recruitment and retention objectives.
- Plan and deliver Beehive recruitment events, open mornings, taster sessions and prospective parent visits.
- Lead transition and retention initiatives for children moving into Reception.
- Maintain oversight of staffing, staff deployment, staff ratios, pupil sessions and daily timetable organisation.
- Ensure full compliance with EYFS statutory requirements, safeguarding guidance, school policies and procedures.

- Oversee staff communication, training, professional standards and performance within the Beehive team.
- Manage the Beehive budget
- Working with Reception staff to ensure Reception readiness of children when they leave the Beehive
- Maintain accurate records and ensure effective handovers across the Early Years provision.
- Lead on risk assessments and health and safety procedures relating to the Beehive provision.
- Act as a positive role model, promoting the values and ethos of the School

Teaching, Learning & Curriculum Responsibilities:

- Lead Beehive teaching daily and model outstanding practice.
- Lead the development, implementation and review of the Beehive curriculum.
- Oversee weekly, termly and annual curriculum planning to ensure progression and school readiness.
- Develop a structured timetable that balances child-initiated and adult-led learning.
- Monitor the quality of teaching, learning, assessment and classroom environments.
- Ensure planning meets the needs of individual children and reflects EYFS best practice.
- Create a stimulating learning environment that encourages curiosity, creativity and independence.
- Promote positive behaviour and high expectations through nurturing and consistent practice.
- Support children's emotional wellbeing and personal development.

Monitor, Assessment & Reporting:

- Maintain oversight of all ARC reports, learning journeys and pupil assessment records.
- Track pupil progress and ensure assessments inform planning and next steps.
- Quality assure reporting and communication of pupil progress to parents.
- Use assessment data to monitor attainment, identify trends and support continuous improvement.
- Ensure records are accurate, up to date and compliant with school procedures
- Identifying emerging needs of children and liaising with the Assistant Head Teaching, Learning and Inclusion regarding needs

Parent Engagement & Communication:

- Oversee all Beehive parent communications, ensuring they are timely, accurate and professional.
- Build strong partnerships with parents and carers.
- Plan and deliver Beehive parent events throughout the academic year.
- Respond appropriately to parent enquiries and concerns, supporting family engagement in learning.
- Promote positive relationships between home and school to ensure the best outcomes for children

Pastoral and Safeguarding Duties:

- Lead and promote the safeguarding and welfare of all children within the setting.
- Ensure children receive outstanding care, support and guidance.
- Promote wellbeing, resilience, independence and positive relationships.
- Act as a key person when required and maintain strong relationships with children and families.
- Follow safeguarding procedures and report any concerns in accordance with school policy.
- Ensure all safeguarding, welfare and health and safety requirements are consistently met.

General Duties:

- Make a positive contribution to the wider life and ethos of the School.
- Support with marketing the Beehive
- Attend meetings, training, INSET and school events as required.
- Comply with all School policies including Health and Safety, Staff Code of Conduct and Safeguarding.
- Maintain confidentiality and professionalism at all times.
- Promote equality, diversity and inclusion.
- Undertake any other reasonable duties as directed by the Head.

PERSON SPECIFICATION

Essential Qualifications

- Relevant Level 3 Early Years qualification or above.
- Paediatric First Aid qualification, or willingness to obtain.
- Commitment to ongoing professional development.

Essential Experience and Knowledge

- Significant experience working within an Early Years setting.
- Sound knowledge of the EYFS Framework and current Early Years practice.
- Experience of planning, assessment and monitoring pupil progress.
- Strong understanding of safeguarding and child protection requirements.
- Experience of building positive relationships with parents and carers.

Essential Skills and Attributes

- Excellent leadership and organisational skills.
- Strong communication and interpersonal skills.
- Ability to inspire, motivate and support colleagues.
- Warm, nurturing and child-centred approach.
- Ability to work effectively as part of a team.
- High levels of professionalism, initiative and discretion.

Desirable

- Experience of leading an Early Years team.
- Knowledge of SEND and inclusive practice.
- Experience of outdoor learning and child-led learning approaches.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder

Signed (Pre School Lead)

Date:

Signed (Head of School)

Date: