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**Job Description**

**Childcare Lead – The Little Ark (Maternity Cover)**

**Purpose of Job:**

* Overall responsible as Childcare Lead for 2 and 3 year olds
* Report directly to the Managing Director

**Main Duties**:

Operational

* Motivate and stimulate children’s learning and development in the Little Ark
* Provide care and offer an appropriate level of support to children in the Little Ark providing them with a secure and stimulating environment
* Coordinate and oversee the delivery of a planned curriculum
* Organise and make imaginative use of learning resources in the Little Ark
* Liaise and support parent/carers of children attending the Little Ark
* Lead presentations supporting the MD, representing the Little Ark when required i.e. Parent Evenings
* Attend regular Pre-school management meetings
* Attend EYPS or similar networking meetings (if applicable)
* Lead the Little Ark team together with the MD in order for them to plan, implement and review the curriculum within the EYFS
* Work as a Key Carer and maintain children’s Wow Books in the Little Ark

Personnel

* Effectively lead and support the staff team in the Little Ark
* Lead staff planning and Key Carer meetings in the Little Ark
* Lead and support the staff team providing day to day guidance in the Little Ark
* Responsible for the supervision of staff within the Little Ark
* In the absence of the MD and Deputy have overall designated responsibility for all staff
* Be involved in staff recruitment and line management including appraisal of staff in the Little Ark
* Identify staff training needs in consultation with the MD
* Ensure all trainees within the Little Ark have appropriate mentoring and training

Health and Safety

* Ensure the health and safety of all children and staff are maintained, acting appropriately in an emergency situation ensuring that the safety and wellbeing of the children is paramount at all times
* In the absence of the MD and deputy ensure all security and safety systems are operational having overall designated responsibility
* Carry out Risk Assessments when required

General

* Comply with all OFSTED requirements
* Implement policies and procedures of the Pre-school
* Develop the Pre-school free from prejudice and without discrimination in line with equal opportunities and current legislation
* Create a stimulating and happy learning environment
* Develop and maintain the Pre-school high standard of care in line with Best Practice

**Requirements:**

* Ideally qualified at Foundation Degree or Level 5 in Early Years or minimum of Level 3.
* Knowledge and experience of EYFS
* Strong organisational skills
* Lead confidently
* Motivate and inspire staff and children
* Share knowledge with staff and lead by example
* Plan and schedule own work and prioritise
* Be creative and imaginative whilst creating a stimulating environment
* Work on own initiative and meet deadlines
* Delegate to team members and work as a team
* Manage pressure and prioritise tasks
* Reliability and honesty
* A good standard of personal presentation
* Excellent communication skills - oral and written
* Tact, discretion and respect confidentiality
* To have a sense of fun

**Desirable Requirements:**

* Qualified at Early Years Professional Status or Qualified Early Years Teacher
* Enhanced DBS
* Current Paediatric First Aid
* Current Fire Safety training
* Previous experience in a Lead/Manager role