



JOB DESCRIPTION

NOOR UL ISLAM PRE-SCHOOL ASSISTANT CURRICULUM MANAGER

Responsible to: Pre-School Manager/Management Committee
Responsible for: Pre-School teaching staff, students and volunteers
Location: 717 High Road, Leyton, London. E10 5AB

Purpose of the job:

To ensure the provision of safe, high quality, education and care for pre-school children;
To fulfill legal and statutory requirements;
To lead, motivate and supervise staff on a daily basis;
To contribute to and implement pre-school policies and practices; and
To cover the pre-school manager's duties in her absence.

MAIN DUTIES

1. To maintain at all times the confidential nature of pre-school matters, records and documents, especially those relating to children and fellow staff members.
2. To contribute to and implement all policies and procedures; to ensure that all pre-school staff members and volunteers are implementing these policies and procedures correctly.
3. To plan the long-term, medium-term and short-term curriculum with the help of the teaching staff.
4. In partnership with the pre-school manager play a leading role in the self-evaluation process, ensuring the staff team are involved.
5. To monitor the curriculum, working with the teaching staff to reflect on it and adapt where necessary.
6. To maintain and raise the standards of the service we offer to children and families and agree action plans on how to implement the changes.
7. To ensure that records are accurate and properly maintained e.g. daily attendance register, health and safety, accident and incident books.
8. To provide high quality teaching and learning, offering appropriate stimulation and support to the children and modelling good practice for other staff.
9. To oversee the identification of children with additional needs and support the SENCO in providing interventions for them.
10. To identify gifted and talented children and provide interventions to keep them motivated and challenged.
11. To manage the teaching staff at the pre-school; ensuring they are giving appropriate stimulation and support to all children.
12. To ensure that staff are given appropriate time during sessions to observe and assess children's progress, and to plan for their development. To see that staff are using this time effectively.
13. To regularly monitor the standards of children's observation records to ensure they are completed by key persons to a high standard.

14. To organise the staff rotas and adapt it according to situation changes; ensure staff are given the opportunity to perform their salah on time.
15. To effectively supervise staff on a daily basis, ensuring that all duties are understood and carried out and that staff are appropriately deployed within the pre-school, amending the rota as and when circumstances require it.
16. To help set-up the playroom for the daily programme and to help tidy away at the end of the session, ensuring that the pre-school is a safe environment for children, staff and others, standards of hygiene are high and safety procedures are implemented at all times.
17. To carry out all key person responsibilities for own key children (if and when applicable); liaising with parents/carers closely and ensuring each child's needs are recognised and met, modelling good practice and maintaining exemplary key children's files and observations in a proper and systematic order.
18. To support and guide the key persons in doing point 14.
19. To supervise and mentor students and volunteers, and implement training plans for them.
20. To ensure that staff, students, and volunteers are encouraging children to read all the correct du'as at the appropriate times.
21. To ensure that yourself and all staff members are working towards inspiring each child to achieve excellence in Islamic Conduct and Social skills according to their ability.
22. To conduct staff observations and participate in staff appraisals and identify training needs. To carry out regular supervision meetings with teaching staff.
23. To be the deputy Designated Safeguarding Lead in the setting. To advise staff on how to deal with concerns and ensure that any safeguarding concerns are acted upon immediately and appropriately in accordance with our policies and procedures.
24. To be the named First Aid Officer in the setting (if a valid first aid certificate is held), and carry out the duties accordingly.
25. To follow the pre-schools procedures when preparing food for children and provide a model of good practice.
26. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and promoting parental partnership.
27. To work with the manager and the assistant office manager to ensure the smooth running of the pre-school.
28. To assist in the recruitment and appointment of teaching staff as required.
29. To check that all equipment is returned to its original storage. To report any misuse or deliberate damage to stock/resources.
30. To ensure that resources are monitored and not wasted. To replenish resources when needed.
31. To liaise with management and provide reports as required.
32. To attend in-service training and meetings as required and keep up to date with current good practices

33. To provide cover for absent colleagues
34. To stand in for the pre-school manager in her absence, ensuring that staff issues are dealt with, all relevant records are kept up to date and accessible and that the needs of all parents/carers and children who are in attendance are met. To refer any premises issues to the head office.
35. To plan and attend fund-raising events as required
36. To be committed to spending extra time on plans and activities, if the completion of these are vital to the running of the pre-school.
37. To undertake any other reasonable duties in accordance with the pre-school business plan and objectives.

PERSON SPECIFICATION

Qualifications

- Essential: A Level 3 Early Years Educator qualification
A*-C grade in GCSE English and Maths
A satisfactory enhanced DBS check which confirms suitability to work with children
- Desirable: A relevant foundation degree (level 5) qualification or above
Safeguarding Training / SEN awareness training
Paediatric First Aid / Food Hygiene Level 2

Experience

- Essential: 3 years' post-qualification experience in an early years setting as a key person
- Desirable: 1 year plus experience in leading a team in the EYFS
Being the Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead in a previous setting
Experience of supporting children with special educational needs and disabilities

Knowledge

- The post holder will need to have sound knowledge and understanding of:
- The EYFS and all of its requirements, including the application of the FBVs in the curriculum
 - Safeguarding children and child protection procedures including knowledge of the Prevent duty & FGM.
 - Child development and the developmental needs of early years children
 - Different managerial techniques and when to apply these effectively
 - Different observation methods and tracking children's progress
 - Good practice with regard to assessment and record keeping
 - The learning through play pedagogy and how to apply it in practice
 - Child-centred learning for 3-5 year olds
 - Inclusion and how to provide an inclusive environment
 - The key person system
 - How to produce and implement policies and procedures
 - Equality and diversity issues
 - Paediatric first aid

Abilities

- The post holder will need to be able to:
- Demonstrate an understanding of how to plan effectively for different groups of children
 - Model good childcare and education practice to others



Plan and implement a pre-school curriculum, taking into account the SEN code of practice, safeguarding procedures, and diversity and equality considerations

Work within and lead a team of adults to deliver high standards and results

Write clear and concise reports for parents, manager, and external agencies

Observe children effectively, analyse the observations and plan for the children's progress

Work in partnership with parents, keeping them updated on their children's progress and encouraging their involvement

Manage self and work calmly under pressure

Demonstrate professionalism in all issues

Communicate effectively with a range of people (using written and oral means)

Handle sensitive and difficult situations calmly and with wisdom

Commitments

The post holder will need to be committed to:

The development of young children and their families

Treating children as individuals and with equal concern

Play and learning

Fostering good relationships with parents and working in partnership with them

Upgrading qualifications and attending further training

Working as a team, including having good communication skills, showing respect, and developing good personal relationships

Be committed to developing high quality practices to make Noor Ul Islam Pre-school be the best it can be