



## Appointment of Pre-School Manager

---

Situated within the heart of the Primary School at Kingarth Street is Hutchesons' Pre-School.

Hutchesons' Pre-School (pre-schoolers and nursery) spend half their time at the pre-school facility at Kingarth Street and half at H@PP (on Hags Road) which is a recently converted facility with a modern, airy feel. Hutchesons' at Pollok Park (H@PP) provides 10 acres of green space and woodland. The children attend Kingarth Street and H@PP with their key person group.

The Pre-School sites, both indoors and outdoors, offer the best play-based learning opportunities for children from 3 to 5 years old and provides a safe, secure and nurturing environment in which children flourish.

### Values and Aims

Hutchesons' is committed to providing a safe, secure and nurturing environment in which children will flourish.

By supporting and challenging children through a rich, active, play-based curriculum, we ensure that every child fulfils his or her potential.

Underpinning all that Hutchesons' represents are our six core values - Honesty, Resilience, Independence, Curiosity, Creativity and Compassion - which shape our vision for Pre-School education.

### Our Aim is to ....

- Foster and develop children's creativity and curiosity, giving them time to explore and shape their own ideas.
- Promote self-confidence, independence and an inquisitive mind-set, sowing the seeds for life-long learning.
- Identify opportunities for children to discover and gain a better understanding of the wider world and their place in it.
- Develop an awareness of self and others, leading to an understanding of the value of mutual respect and cooperation.
- Provide a broad-based, balanced curriculum incorporating key skills to ensure a seamless transition to Primary 1.
- Encourage an open and positive partnership between nursery, home and the wider community.

- Above all, our key priority is the happiness, health and well-being of every child in our care.

## **Purpose of Role**

Reporting to the Depute Rector – Infants, the Pre-School Manager will be an active and motivated participant in the life and direction of the school and will lead by example and in doing so will support and inspire the Pre-School Team in terms of our Aims and Values and the future vision of the Pre-School.

It is an operational role; however, it will be supernumerary, allowing the Pre-School Manager to move between our two sites, spend time with small groups of children, meet with prospective and current parents and manage the Pre-School team.

This position requires a dedicated and enthusiastic professional committed to fostering all aspects of a child's development in early years education whilst balancing the demands of both managerial and operational leadership.

## **Duties and Responsibilities**

### Leadership and Management

- Play an integral role in the development of the Pre-School.
- Motivate and lead the Pre-School team in delivering high standards of care.
- Be responsible for the day-to-day management, staffing, organisation, and smooth operation of the Pre-School facility.
- Manage resources and the Pre-School budget.
- Play a key role in the recruitment process ensuring the best quality staff are appointed.

### Planning and Development

- In conjunction with the Depute Rector, create a Pre-School Development Plan which responds to the needs of the setting and is in line with the SIP objectives.
- Develop a curriculum which fosters creativity, curiosity and challenge.
- Support the team to provide responsive, child-led planning.
- Monitor and track learning.
- Assist the Depute Rector to implement and evaluate quality assurance.
- Seek new opportunities to collaborate with other early years settings to develop and promote best practice.
- Identify the training needs of the Pre-School team and co-ordinate an on-going programme of professional development.

### Policy/Implementation

- Possess a thorough working knowledge of all national guidelines and documents relating to pre-school education, including Curriculum for Excellence, Space to Grow, Building the Ambition, National Care Standards, GIRFEC and How Good is our Early Learning and Childcare.

### Communication

- Promote positive relationships with parents, children and colleagues.
- Liaise with the Care Inspectorate to ensure compliance with statutory requirements.
- Establish relationships with external agencies who will support children with identified additional needs.
- Work with Depute Rector to ensure children a smooth transition to Primary 1.
- Inform parents of Pre-School initiatives either in writing or through informal presentations.

### Pastoral Care

- To deal with any parental inquires or concerns.
- Monitor and track the pastoral care of Pre-School children.
- Take a lead role in Child Protection procedures within the Pre-School, liaising with appropriate senior school staff.

This post is considered Regulated Work with Vulnerable Children, under the Protection of Vulnerable Groups (Scotland) Act 2007.

The successful candidate will be required to join the PVG Scheme (Disclosure Scotland) or undergo a PVG Scheme update check prior to a formal offer of employment being made.