



THE WALLACE HIGH SCHOOL PREPARATORY DEPARTMENT

Pre-Prep Educator

General Information

The Wallace High School is a co-educational, voluntary grammar school founded in 1880 which educates children from 2 years and 10 months to 18 years of age. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The School draws its pupils from Lisburn and the surrounding area. The annual intake for the Year 1 in the Preparatory Department is approximately 20. The maximum intake permitted and for the Pre Prep is 24.

Wallace High School Pre-Prep

The Wallace High School Pre-Prep is a purpose built facility with access to all the Preparatory and Grammar school facilities. We are surrounded by playing fields, tennis courts, nature areas and lots of open and planned playing space. We have recently completed an extensive renovation and extension of our Pre Prep room and we can now accommodate up to 24 children.

Our Pastoral Care is second to none because every single child in the school is known to all and valued for their individual characteristics. All achievements are celebrated. Children have access to a full time nurse if required.

In our nurturing environment we are quickly able to identify strengths and areas for development.

The early years are critical in terms of successful intellectual, social, emotional, physical, spiritual and creative development. At Wallace, we provide a very effective introduction to those concepts that are central to successful learning without subjecting the children to any feeling of pressure; learning is presented to these young children in an enjoyable, easily assimilated way.

We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess.

Our Pre School Educator plans the structure of our Pre-Prep activities carefully in order to develop the children's self-confidence and nurture an enjoyment of school. The addition of social experience and plenty of play provide a fully rounded educational foundation during the vital early years.

We strive to give younger children their all-important introduction to the learning environment from the age of two years and ten months by giving them opportunities to:

- explore the immediate environment handle and use various materials.
- appreciate the value of books
- acquire communication and mathematical skills
- gain enjoyment from the company of other children
- begin to solve problems

Our experienced team shapes the curriculum to suit children's needs and interests to ensure they leave us as confident, well-prepared and highly motivated learners.

Job Description

Reports to:	Head of the Preparatory Department
Hours currently:	8.00am to 4.30pm (includes an unpaid lunch break of 30 minutes) term time.
Salary:	Based on Teaching Scale Point M1 (currently £24,137) This will be paid in twelve equal instalments. The post is a term time post for the 38 weeks of term.

The job requires an enthusiastic, imaginative and energetic individual capable of gaining the full potential from each child. The candidate will have a leadership role with our thriving Pre-School facility and will be expected to liaise closely with the Head of the Preparatory Department to deliver high quality pre-school education in the Lisburn area.

Personal Specification

Knowledge

The successful candidate will:

- Demonstrate knowledge of child development and language acquisition.
- Demonstrate an understanding of child protection issues and procedures.
- Demonstrate knowledge and understanding of the importance of a broad, relevant, play based preschool curriculum.

Demonstrate knowledge of the importance of child observations and recording, curriculum planning and evaluation.

Skills

The successful candidate will:

- Demonstrate excellent oral and written communication skills with internal and external relations.
- Sound ICT skills

Abilities

The successful candidate will have the:

- Ability to act in keeping with Early Years values and behaviours related to working with young children.
- Ability to work on own initiative, in a team and in cooperation with other team members.
- Experience in organisational skills including planning and prioritising of their work.
- Ability to motivate others towards change.
- Commitment to ongoing professional development.

Main Duties and Responsibilities

As Pre-Prep Leader the successful candidate will be expected:

- To teach the DENI Pre-School Curriculum.
- To work with and offer advice and support to Parents/Guardians of the Pre-Prep.
- To enhance and develop the quality of Pre-School provision within the Pre-Prep.
- To develop systems for self-evaluation.
- To complete and maintain records pertaining to the work role as required.
- To attend meetings and staff training as required.
- To ensure compliance with HSC's Minimum Standards for Childminding and Day Care for Children under 12 and prepare for annual HSC inspection.

General

As Pre-Prep Manager the successful candidate will be expected:

- To be committed to own and employees' personal development and growth.
- To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.
- To demonstrate commitment to The Wallace High School by regular attendance and the efficient completion of tasks allocated by the Head of Preparatory Department and/or the Senior Teachers.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
- To carry out all duties in compliance with Health and Safety legislation.
- To adhere to The Wallace High School values and behaviours in all aspects of employment.
- To adhere to The Wallace High School Equal Opportunities legislation throughout the course of employment.
- To adhere to The Wallace High School Confidentiality Policy.
- To comply with relevant Child Protection legislation.
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of The Wallace High School.

- To carry out any other duties falling reasonably within the competence and capability of the post holder.
- To develop links as directed by the Head of Department with external agencies.
- To participate actively in his/her annual job evaluation and identify professional development needs.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties of the post might be subject to change in the future to meet the changing requirements of the Preparatory Department.

QUALIFICATIONS AND EXPERIENCE

Essential Criteria

- Hold a QCF Level 5 with Management in Playwork or Childcare or equivalent relevant qualification.

Desirable Criteria

- Experience acting in a lead or deputy lead capacity in either a voluntary/independent statutory pre-school centre or Teaching experience in a Nursery, Reception, Year 1 or Year 2 class.
- Hold a qualification in paediatric first aid
- Have experience of HSC's Minimum Standards for Childminding and Day Care for Children under 12
- Any other relevant early childhood or pre-school qualification