



Naíscóil na mBeann, Cill Chaoil Ceannaire Naíscóile de dhíth

Job Title: Playgroup Leader

Responsible to: Management Committee of Naíscóil na mBeann, Kilkeel

Date of commencement: December 2022

Hourly Rate: To be agreed depending upon skills and experience

Hours of Work: Full-time, 35 hours per week

Aim: Naíscóil na mBeann is committed to delivering excellent outcomes for children, in a setting where children are happy, safe and able to reach their potential. The Leader, along with supporting staff will develop and maintain a safe and stimulating play environment and develop opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

Job Purpose: The Ceannaire will be responsible for the day-to-day running of the Playgroup to ensure safe, stimulating play in a safe, caring and welcoming environment for children and their families in line with DHSSPS Minimum Standards for Childminding and Day Care for Children Under Age 12, the Children (Northern Ireland) Order 1995, and the United Nations Convention on the Rights of the Child. This will involve planning, preparing and delivering play-based activities appropriate for children aged 3-4 years

- To promote the development of all the children in their care through the medium of Irish.
- To lead short and medium-term planning for the Playgroup.
- The assessment, monitoring and recording of individual children's development.
- Responsible for the management and development of the Playgroup staff including the allocation and monitoring of work, appraisal and training.
- To develop the Playgroup in terms of reputation and growth.

Responsibilities:

- To be responsible for the overall safety and well-being of the children.
- To oversee the completion of risk assessments throughout the setting both indoors and outdoors.
- To provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative and emotional needs of each child.
- To establish productive working relationships with children, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all children within the Playgroup; provide and maintain equality of opportunity for all children and their families.
- To organise and manage an appropriate learning environment and resources.



- To select and prepare resources to take account of the children's interests, language and cultural background.
- To manage liaison with all relevant bodies to gather the necessary information for Health Visitors, the Health and Social Care Trust and auditors to ensure that the Playgroup is satisfying all the necessary legal and statutory requirements.
- To monitor, evaluate and adjust individual plans as appropriate as the children reach the next stage in their development.
- To manage record keeping systems and processes, and record progress and achievements in activities systematically providing evidence of the range and level of progress and attainment.
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.
- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- To manage all staff and students/volunteers within the Playgroup including ensuring the supervision and appraisal process is implemented.
- To be responsible for calling regular staff and planning meetings in order that staff will be fully aware of their roles and the progression of the curriculum throughout the year.
- Recruitment and induction of new staff in conjunction with the Management Committee.
- To participate in training and other learning activities as appropriate.
- To work closely with the Management Committee including attending Committee meetings and producing reports as requested.
- To ensure wider communication of the Playgroup activities by producing monthly newsletters and updating social media and the online learning platform, *Seesaw* to engage with parents/carers.
- To take part in and assist with the organisation of fundraising activities and special events.
- To adhere to all Naíscoil na mBeann policies and procedures.

This list of responsibilities is not exhaustive, and the Ceannaire will be expected to undertake any other reasonable duties as assigned by the Playgroup Management Committee.

To request an application form, please email
asmith015@c2kni.net