Ysgol Rhiw-Bechan

Bechan Bach

Tregynon, Newtown, SY16 3EH
Tel: 01686 650303

Bechan Bach Setting Leader

Permanent Post – 32.5 hours
Monday to Friday
From 4th January 2027

Are you a warm, enthusiastic, and experienced early years practitioner?

We are looking for a committed Setting Leader to join our inclusive and friendly 2+ setting, Bechan Bach.

About the Role:
As Setting Leader, you will take direct responsibility for staff, leading the day-to-day running of our setting while creating a nurturing environment for our youngest learners.

What We Are Looking For:

- **Experience & Knowledge:** Proven experience working with 2-year-olds and a strong understanding of early childhood development.
- **Key Qualities:** Adaptable, compassionate, patient, with excellent communication skills and a desire to continuously learn and grow.
- **Essential:** Have at least GCSE/GCE (or equivalent) in English, Welsh if required and Maths (A*-C) and have achieved at least NVQ3 in a child related discipline which is appropriate to the post
- **Desirable:** Experience working with children with Additional Learning Needs (ALN) and the ability to speak Welsh.

This post can be found on Job Vacancies - Powys County Council along with the full job description. An application can be made online or via an application form from the school.

- **Closing Date :** Monday 23rd November 2026

- **Shortlisting:** Tuesday 24th November 2026
- **Interviews:** Monday 30th November and Tuesday 1st December 2026

Visits Welcome! We would love to show you around our wonderful setting. Contact the school to arrange a visit—we look forward to meeting you!

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Pre-School Setting Leader**
Position Number:	**SYP0068**
JE Code:	**SCH57**
Service:	**Schools**
Location/Work Base:	**Ysgol Rhiw Bechan**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 6** **Point 11 to Point 14** **£29,071 to £30,515 per annum pro rata** **£15.06 to £15.81 per hour**
Contracted hours:	**32.5 hours, Permanent**
Reporting to:	**Headteacher & Governing Body**
Responsible for:	**Pre School Setting Assistant**

Summary

Your responsibilities will be:

Under the direction of the Responsible Individual, Headteacher or other senior member of staff or governor, to co-ordinate and be responsible for the day to day running of the setting ensuring high quality provision.
To provide a warm and welcoming environment within the setting where children and carers can feel valued and obtain positive help and support from a range of activities.
To be responsible for the management of the learning environment e.g. setting up/ preparing/maintaining learning resources, creating displays of children's work, preparing, maintaining and evaluating areas of continuous provision.
To undertake necessary administrative tasks including completion of returns and admission arrangements.
To ensure the setting is safe, well organised and maintained at all times.

To ensure that policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, are complied with and all concerns are reported, as appropriate.
To ensure provision meets CIW policies, procedures and guidelines.

To be responsible for the self-evaluation of provision in line with CIW and /or Estyn guidance
To be legally responsible as the 'Person in Charge' under CIW regulations.

If you have any questions about the role, please contact the school.

To be responsible for the planning, review and delivery of good quality play based experiences / the Foundation Learning curriculum and with pupil care, health, safety, welfare, emotional and behaviour support.
To be responsible for regular observations, assessments and record-keeping and provide relevant verbal/written information to contribute to planning and evaluation, to identify the next steps of the children's learning.
To be responsible for informing parents of children's progress and providing written reports as required.
To be responsible for the management of children's behaviour.
To be responsible for ensuring that appropriate snacks are provided and prepared and that mealtimes are supervised, complying with Food Standards Agency regulations.

Responsibility for others: The post has considerable impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety) in line with CIW and Estyn guidance through:

- leading the assessment of pupil need and progress
- the development and implementation of individual plans
- arranging/providing support to pupils with additional personal/social needs
- arranging admissions of children into the setting and support with transition into school

Responsibility for staff: The post has direct responsibility for supervising a small number of staff and would be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for financial resources: The post has some direct responsibility for financial resources, including prioritising expenditure, regular handling of small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has direct responsibility for physical resources and the handling and careful use of equipment (e.g. computer / PC, teaching and learning materials/resources, secure and accurate record keeping).

TYPICAL TASKS, DUTIES AND RESPONSIBLITIES

Curriculum support:

- Plan and deliver learning activities to children, adjusting activities according to children's responses/needs.
- Implement local and national learning strategies and initiatives e.g. early years, early literacy and numeracy, Foundation Learning, Play to Learn, Designed to Smile and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Devise, organise and manage safely learning activities, space and resources, in line with the principles of good practice and as defined by the Curriculum for Wales to foster independence and self-esteem.
- Use ICT effectively in learning activities and begin to develop children's competence and independence in its use.
- Model good use of language to support all areas of learning.
- Discuss and interact with children using appropriate language.
- Encourage early thinking skills and involve children in their own learning.

- Advise on appropriate deployment and use of specialist support/resources/ equipment.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Plan, observe, evaluate and identify the next steps in children's learning, enabling and encouraging each child to reach their full potential.
- Take responsibility for setting policy development in line with CIW guidelines and for the development of procedures relating to child protection, health, safety and security, confidentiality and data protection. Ensure compliance and report all concerns as appropriate.
- May co-ordinate a setting activity e.g. work experience / home-school liaison /ALN working / training placements.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/ professionals to support achievement and progress of individual children.
- Take responsibility for the overall ethos/work/aims of the setting.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
- Attend, facilitate and participate in regular meetings involving children.
- Model good practice and contribute to planning and delivery.

Support for children:

- Support children consistently whilst recognising and responding to their individual needs.
- Establish productive relationships with children, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Support children in accessing the Curriculum for Wales through interaction using appropriate language (including other forms of communication) and, with younger children, extend play-based learning in both the indoor and outdoor classroom.
- Encourage children to interact and work co-operatively with others and engage all children in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Promote inclusion and acceptance of all pupils, encouraging them to interact and work co-operatively and engage in activities.
- Lead the development and implementation of Individual Play Plans, as appropriate.
- Identify uncharacteristic behaviour patterns in children and follow appropriate procedures.
- Monitor and provide for the care, safety and welfare of children.
- Arrange immediate care for minor accidents, upsets and ailments, reporting serious problems and perceived instances of danger or risk to the Responsible Individual, Headteacher or other senior member of staff or governor.
- Support children's development in personal/physical care, including toileting, nappy changing and toilet training.

Support for the setting:

- Organise and manage learning activities (including the learning environment and resources) to ensure that children are safe.
- Under agreed system of supervision, plan and prepare learning objectives, adjusting activities/work plans as appropriate.
- Monitor and evaluate children's responses to learning activities using a range of assessment and monitoring strategies.
- Objectively assess, provide feedback and reports to parents/carers in relation to their child's development, progress and achievement and facilitate appropriate transition into school.

- Within the setting's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Support the role of parents/carers in children's learning.
- Where relevant, direct and guide the work of other adults supporting teaching and learning in the setting.
- Provide regular reports to the governing body regarding the setting.
- Evaluate the setting and identify targets for the Setting Improvement Plan. Lead on the implementation of the targets, recording progress and the impact on children.
- Carry out risk assessments and ensure children are appropriately supervised on visits and trips.
- Participate in training and other learning activities as required. Ensure all staff in the setting receive induction training which includes health and safety and child protection policies and procedures. Ensure all staff are provided with ongoing training on a regular basis.
- Provide appropriate guidance and supervision for staff and assist in the training and development of staff, as appropriate.
- Implement Child Protection/ Health & Safety procedures, provide written/verbal reports and attend Case Conferences and Core Group meetings, as necessary.
- Ensure that confidentiality and data protection requirements are maintained at all times.

DBS:

This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Have at least two years experience of working with children of the age with which this post is concerned

Knowledge

Essential

- Have a sound understanding of additional educational needs
- Have a sound knowledge of setting procedures and policies
- Have a sound knowledge and understanding of Foundation Learning rinciples and ethos

Qualifications and Training

Essential

- Have at least GCSE/GCE (or equivalent) in English, Welsh if required and Maths (A*-C) and have achieved at least NVQ3 in a child related discipline which is appropriate to the post

Personal Qualities

Essential

- Be able to relate well to children, parents, staff and other professionals
- Promote good links with parents and the community
- Have good communication and listening skills and be able to present information verbally and in writing to others.

Skills

Essential

- Be able to implement CIW and Estyn guidelines and undertake self-evaluation processes
- Be able to use technology as a learning tool e.g. computer, video
- Be able to operate technological equipment e.g. photocopier, digital camera

- Where managing a team of staff, have sound staff supervision and management skills
- Be able to make decisions and provide appropriate direction to setting staff.
- Be pro-active in offering ideas and lead on setting review.
- Be able to solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc)

Other Requirements

Essential

- Be committed to own professional development, and be willing to undertake statutory and other appropriate training

Welsh language skills are desirable

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integri

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 23/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 24/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 30/11/2026 & 01/12/2026

We wish you luck with your application.