



Pre School Childcare and Education Deputy Manager

To support the Pre-School Manager to ensure the quality of care and education of the children age 3-5, and work within the Statutory Framework and Ofsted requirements. To support the Pre-School Manager with the management of staff and resources. To support the Pre-School Manager with ensuring that all legal and statutory requirements are fulfilled, and the provision is compliant.

Grade:	7 (11-14)
Hours:	All year round
Responsible To:	Headteacher
Key Relationships/ Liaison with:	Headteacher/Extended Services Manager/Trust central team/EYFS teacher/Premises Officer/ Pre-school Manager/ Pre-school Assistants
Occupational Standards:	Statutory Guidance for the Early years Foundation Stage Early Years Foundation Stage Nutrition Guidance

Main duties and responsibilities

In addition to the main duties and responsibilities for a grade 5 pre-school assistant the post holder will also:

Children's Care

- Understand, effectively apply and implement within the provision the application of Trust policies and procedures related to the post especially those that relate to safeguarding and child protection.
- Ensure compliance under the Children's Act.
- Liaison with parents / carers to ensure that children are welcomed and supported in a culturally appropriate way.

Children's Learning

- Assist the Pre-School Manager with implementing a multi-cultural play curriculum to stimulate children's interest in learning.
- Assist the Pre-School Manager with the monitoring of the quality of learning.
- Assess and record children's learning across the seven Prime and specific areas as detailed in Development Matters
- Assist the Pre-School Manager in creating reports for parents.
- Assist the Pre-School Manager with the planning of an engaging and responsive curriculum that ensures children learn and develop in a way that will enable them to achieve the Early Learning Goals, and that meets the requirements for OFSTED.

Management of staff

- Assist the Pre-School manager to ensure that staff are effectively recruited, inducted, supported, and supervised to maximise children's learning.
- Assist the Pre-school manager to ensure staff are deployed to offer appropriate stimulation and support to children.
- Assist the Pre-School Manager by directing the work and activity of the staff to ensure progress from all groups.
- Assist the Pre-school Manager in preparing staff for Ofsted Inspection.

Management, Organisation and Administration

- When directed by the Pre-School Manager, take operational responsibility for the management of the pre-school.
- Support the Pre-School Manager in ensuring that the Children's act and Ofsted requirements are complied with including assisting with action plan formulation and monitoring.
- Assist the Pre-School Manager to ensure that the Health and Safety policies, safeguarding and child protection policies, whistleblowing and other DSAT / relevant policies are complied with; and that a register, accident book and other appropriate procedures and records are kept and maintained.
- Assist with the monitoring the quality of the learning in the provision.
- Liaise with external agencies when directed by the Pre-school manager, including attending all relevant meetings.
- Support the Pre-School Manager to ensure that equipment and resources are fit for purpose and developed as resources allow.
- Participate in appropriate professional staff development and training.
- Assist the Pre-School Manager in the day-to-day organisation and running of the provision.
- Advise the Pre-School Manager on matters to ensure that the welfare and developmental needs of the children and staff are being met.
- Liaison with senior leaders as appropriate and contribute to the production of reports when requested.
- Be the DSL (Designated Safeguarding Lead) and ensure the safeguarding duty is met for the provision in the absence of the Pre-school Manager.
- At times when pre-school numbers are reduced, colleagues may be asked to support the holiday camp in their school, allowing for flexibility while continuing to provide high-quality experiences for children.

Occasional duties and responsibilities not affecting the grade of the post:

It is recognised that from time to time named/designated children may be absent from school or otherwise taken out of the normal timetable, such that SEN support is temporarily not required. At these times SEN LSAs are expected to be flexible and may be required to undertake other tasks commensurate with the grade of the post, including but not limited to:

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To contribute to the creation of visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

* first aid should only be provided by staff who hold appropriate first aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

** these duties only to be undertaken after appropriate risk assessment and training have been provided.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- When required the post holder will take on the duties and responsibilities of the Pre-School Manager in their absence.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a **DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Job Title: Pre School Childcare and Education Deputy Manager Person Spec

Grade: 8 (15 – 18)

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> • Minimum NVQ level 3 in Children’s Care, Learning and Development. • Level 2 qualifications in maths/numeracy and English/literacy. 	<p>✓</p> <p>✓</p>		<p>App/Doc</p> <p>App/Doc</p>
Experience <ul style="list-style-type: none"> • Minimum of 2 years’ experience of working with under-fives in a formal setting, working within the Nursery Education and meeting the requirements relating to Ofsted. • Experience of leading activities with individuals, groups and whole classes to support children’s development • Ability to write reports • Ability to lead a team of adults 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p>
Knowledge	<p>✓</p>		<p>App/Int/Ref</p>



DISCOVERY

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Knowledge of and the ability to apply child protection and health and safety procedures • Knowledge and understanding of children's development 0-5years. • Knowledge of current legislation affecting care and education of under fives • Knowledge of planning an appropriate curriculum to promote the desirable outcomes/ Early Learning Goals • Knowledge of assessment procedures and record keeping, such as CPOMS, Tapestry and EY Profile. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		<p>App/Int/Ref</p> <p>App/Int</p>
<p>Skills/Attributes</p> <ul style="list-style-type: none"> • Effective communication and interpersonal skills • Skills to relate well to staff, parents, governors and pupils and to be assertive when necessary. • Empathy with children and young people • Ability to work effectively as part of a team • Excellent organisational skills – ability to complete tasks to deadlines personally or through delegation to colleagues • Ability to maintain accurate records • To show an ability to work with minimum supervision 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		<p>App/Int</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p>
<p>General Circumstances</p> <ul style="list-style-type: none"> • Evidence of regular attendance at work • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	<ul style="list-style-type: none"> ✓ ✓ 		<p>Ref</p> <p>App/Int</p>
<p>Factors not already covered</p> <ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	<ul style="list-style-type: none"> ✓ 		<p>Med</p>

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)