

**Job Title:** Deputy Preschool Lead

**Grade:** 6

**Responsible to:** Preschool Lead

**Job Purpose:** To support the Preschool Lead in the day-to-day leadership, management and continuous improvement of high-quality early years provision, ensuring children are safe, supported and make strong progress.

The Deputy Lead will model effective early years practice, support staff development, and contribute to the delivery of a high-quality curriculum in line with the EYFS statutory framework.

### **Main Duties and Responsibilities:**

#### **Safeguarding and Welfare**

- Promote a strong safeguarding culture in line with Keeping Children Safe in Education (KCSIE).
- Support identification and reporting of safeguarding concerns.
- Ensure safe practices and compliance across the setting.

#### **Supporting Quality of Education**

- Support delivery of a high-quality, play-based curriculum.
- Model high-quality interactions and teaching practice.
- Support staff in planning, observation and assessment.
- Promote communication and language development.

#### **Operational Leadership**

- Support the Preschool Lead in daily organisation of the setting.
- Assist with staff deployment and ratios.
- Support supervision arrangements and staff development.
- Act as lead in the absence of the Preschool Lead.

#### **Inclusion and SEND**

- Support early identification of additional needs.
- Work with SENCo and external professionals.
- Promote inclusive practice for all children.

#### **Partnership Working**

- Build strong relationships with parents and carers.
- Support transition arrangements into Reception.

#### **Compliance and Organisation**

- Support health and safety requirements, including risk assessments.
- Ensure appropriate record keeping and EYFS compliance.

## General

- The postholder will be required to:
  - Undertake safeguarding training as required
  - Participate in CPD, meetings and training
  - Undertake any additional duties commensurate with the grade of the post

## SPECIAL FACTORS:

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

- a. 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.
- b. 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 is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list 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.

Learn Academies Trust 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

	Essential	Desirable	How Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 full and relevant Early Years qualification (DfE approved).</li> <li>GCSE English and Maths Grade 4+ (or equivalent).</li> <li>Level 4+ qualification.</li> <li>Paediatric First Aid (or willingness to obtain within 3 months).</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	App/Doc App/Doc App/Doc App/Doc
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience in early years setting.</li> <li>Key person experience.</li> <li>Supporting children's development.</li> <li>Experience supporting or supervising staff.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	App/Int/ Ref App/Int/ Ref App/Int App/Int
<b>Knowledge</b> <ul style="list-style-type: none"> <li>EYFS statutory framework.</li> <li>Safeguarding awareness.</li> <li>Ofsted EIF knowledge.</li> <li>SEND Code of Practice.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	App/Int App/Int App/Int App/Int
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Ability to support and guide colleagues.</li> <li>Strong organisation skills.</li> <li>Good communication.</li> <li>Coaching/mentoring skills.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	App/Int App/Int App/Int App/Int
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>Flexible, proactive approach .</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>Caring, patient, reliable.</li> <li>Commitment to safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		App/Int App/Int Ref/Int App/Int
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		Med

### Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

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