**CAMROSE EARLY YEARS CENTRE**

**Job Description**

**Job Title:** Curriculum Lead/Deputy Manager

**Hours of work:** 37 hrs/39 wks term time

**Salary: Grade J 27-31** FTE £31,346- £34,728 (actual salary £26,269 - £29,104)

**Purpose of Job:**

Be responsible for the day to day operational management of the Nursery. Hold supervisory responsibility for staff, students and volunteers.

Take a leadership role in the Nursery team to ensure high standards of education and care for all nursery children and their families within a multi-disciplinary Centre.

Disseminate best practice across the Centre and to the private and voluntary sector both locally and nationally.

**Main duties:**

Be responsible for the day to day operational management of the Nursery to ensure that high quality provision is offered to all children in a safe and stimulating environment, appropriate to their developmental needs.

To be a Deputy Designated Safeguarding Lead for the Nursery and Centre to ensure effective safeguarding and child protection policies and procedures are implemented. Refer cases of suspected abuse to the local authority children’s social care as required along with suspected concerns of radicalisation; The DDSL will support staff who share and record concerns about children’s welfare providing supervisions and training to all staff.

Lead and manage the teaching and curriculum planning in the nursery environment to offer high quality education with care to all children and families, in line with Ofsted standards and requirements and Health and Safety regulations.

Establish and maintain records and documentation of each child’s development and learning alongside parents and to support and guide all workers to ensure necessary records for each child are kept and maintained to ensure smooth transitions and wellbeing of all children.

To make recommendations where appropriate to the Centre SENCO and other agencies involved in order to develop appropriate differentiated education with care.

Lead, motivate and supervise the team to develop their own knowledge and skills base in order to secure improvement and best outcomes for children and families.

Participating in action research and disseminating information at seminars and conferences nationally and internationally.

To deliver and cascade training and models of best practice to staff, volunteers and students, working within the children’s centre, to meet the needs of children and families.

Liaise with Senior Leadership Team to develop a strategic view for the nursery and centre to ensure sustainability and further development within the local, national and international context.

Take responsibility for ordering appropriate resources within a delegated budget.

Work within the service’s policies and procedures and keep accurate and up to date records which will include contributing to Early Helps Assessments, reviews, maintaining records of meetings, contact, and other records within service policies so that all documentation is in compliance with legislative requirements.

To maintain confidential files, reports and developmental records for assessment purposes in accordance with the Early Years Foundation Stage. Consult with parents/carers so that their involvement in the Centre can be maintained to the highest level.

The Job Description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In interests of effective working, the major tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

**Further context of job role:**

The Senior Family Worker will report to the Deputy Head of Centre. They lead the team of staff working with children aged 0-5 years. The job holder is responsible for the operational running of the Nursery from 8am – 6pm Monday to Friday.

The job holder carries out supervision and appraisal of staff working in the Nursery and arranges training necessary for the job.

The objectives in the Nursery are to offer high quality education with care and lead curriculum planning according to the Early Years Foundation Stage framework and child development theoretical frameworks

The line manager is the Deputy Head of Centre who has leadership responsibility for the Nursery.