

Bridgwater and Taunton College Trust

Deputy Manager



Deputy Manager
Grade: Spot Salary.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

- To work under the direction of the Manager and deputise for them as and when required, when the Manager is off-shift or on annual leave.
- To line manage both room leads for the 0-2 and 2-4 setting.
- To ensure all children are safeguarded and their welfare and safety is promoted.
- To support the aims and objectives of the nursery and assist the Manager in developing a caring and supportive ethos within the Nursery with a child centred environment which meets the individual needs of all children, ensuring each child makes good progress.
- To provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities.
- To support the team in order to provide an enabling environment in which all individual children can play, learn and develop.
- Support colleagues health and wellbeing as part of a supportive team as agreed by the manager.
- Maintain effective partnership arrangements with parents/carers to ensure that staff provide regular feedback to them about the daily activities of the child and their progress in learning and development.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Main Responsibilities and Duties

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff and visitors
- To assist the Manager in showing parents around the nursery facilities and sending out information
- To ensure the provision of high standards of physical, personal, social and emotional care
- To lead a team of professional workers and to ensure good practice at all times
- To assist the Manager in setting and implementing objectives and policy for the nursery
- To assist with the planning and organisation of staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted guidelines and nursery procedures.
- To assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters
- To assist with the development and implementation of systems to monitor and record child development
- To assist with the preparation and maintenance of materials and equipment
- To be responsible for the health and safety standards appropriate for the needs of young children and ensuring staff compliance and awareness

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- To ensure high standards of hygiene and cleanliness are maintained at all times
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- Confidential information will be received and shared in line with national guidance on information sharing and GDPR Data Protection 2018.
- To assist with staff development and training
- To support the effective interview and selection process as required
- To fully support the induction of new team members
- Support the appropriate supervision meetings/processes in conjunction with the Manager
- Feed into appraisals, target setting and nursery operations as deemed appropriate by the manager
- Attend nursery management meetings and feed appropriate information back to the wider team
- To assist the Manager in the supervision of training of students in placement within the nursery
- Liaise with parents, other family members and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given
- To liaise with outside partner agencies as required
- Assist the Manager with the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings
- Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice
- To be involved and contribute to out of working hours activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc.
- To deputise for the Manager in their absence

Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Lead (DDSL) will deputise for safeguarding and child protection across the nursery in the absence of the Designated Safeguarding Lead (DSL). If necessary, they will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

Under the guidance of the DSL they will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Working with others:

- To initiate contact with other agencies and making appropriate and timely referrals on behalf of the nursery and parent/carers.
- To act as Lead Professional for children and families requiring Early Help assessments
- To represent the nursery when requested at professional meetings.
- To ensure the maintenance of accurate and up to date child protection records

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- To ensure the nursery and staff are able to respond to all safeguarding matters within the appropriate timescale.

The Deputy Designated Safeguarding Lead will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The Deputy Designated Safeguarding Lead should undertake Online Safety and Prevent awareness training. The nursery will follow Somerset Safeguarding Children's Partnership training strategy.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role. Training to provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements, such as early help assessments.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- understand the importance of the role the Deputy Designated Safeguarding Lead has in providing information and support to safeguarding partners in order to safeguard and promote the welfare of children.
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational and wellbeing outcomes.
- are alert to the specific needs of children in need, children looked after and/or previously looked after, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- understand and support the nursery with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation.
- can understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online.
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online; and

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- obtain access to resources and attend any relevant or refresher training courses.

Providing support to staff

Training should support the Deputy Designated Safeguarding Lead in developing expertise, so they can deliver training, support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes; and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Understanding the views of children

It is important that children feel heard and understood. Therefore, the Deputy Designated Safeguarding Lead should be supported in developing knowledge and skills to:

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the nursery may put in place to protect them; and,
- understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Raising Awareness:

- Ensure Child Protection / Safeguarding Policy is reviewed annually, and the procedures and implementation are updated and reviewed regularly working with the Designated Safeguarding Lead to achieve this.
- Ensure Child Protection/Safeguarding Policies are available publicly and parents/carers are aware that referrals about suspected abuse or neglect may be made and are clear about the role of the school in this regard.
- To complete annual safeguarding audit
- To complete all administration in respect of Early Help Assessments, Team Around the School and Team Around the Family minutes.
- To attend and participate in meetings as required.
- To participate in training and other learning activities as required.
- To plan and deliver Safeguarding training to staff and maintain accurate training records.

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- To plan, produce and distribute safeguarding newsletters, update bulletins and safeguarding information notices. Ensure nursery website is updated and reviewed regularly.

Child Protection file

Where children leave the nursery ensure their child protection file is transferred to the new setting as soon as possible. This should be transferred separately to the child's main file, ensuring secure transit and a receipt is obtained. Receiving nursery/schools should ensure that relevant staff are aware as soon as possible. In addition to the child protection file the deputy designated safeguarding lead should consider if any additional information should be shared with the receiving nursery/school. For example, any information that would allow a nursery/school to continue to support a victim of abuse having the support ready for the child when they arrive.

Availability

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead should always be available during nursery hours for staff in the nursery to discuss any concerns they may have. During nursery closure periods adequate and appropriate cover arrangements must be made within the nursery to ensure cover for any out of hours activities.

Confidentiality

The nature of the postholder's responsibility means that during the course of employment there will be sight of or access to information of a confidential nature relating to the work of the nursery and the health or personal affairs of pupils. Under no circumstances should such information be divulged or passed to any unauthorised person or organisation.

Physical Working Conditions

- Working with children in the nursery environment, sitting on the floor, at low tables and furniture, a lot of time will be spent being physically active
- Daily use of the outside provision, be suitably dressed for all weather conditions
- Physically carrying and assembling play equipment
- Use of a range of IT equipment.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust

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- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>A minimum of a full and relevant NVQ Level 3 in Early Years Childcare and Education or Equivalent</p> <p>Safeguarding Children (Level 1).</p> <p>Current paediatric first aid certificate.</p> <p>GCSE in English and Mathematics (Min grade C) or equivalent.</p> <p>Minimum of two years in post at Level 3+ in an Early Years Setting.</p> <p>Supervisory Experience of nursery practitioners</p>	<p>Current Food Hygiene Certificate.</p> <p>Forest School Qualification.</p> <p>SSCP Advanced Child Protection Level 3</p> <p>Experience of managing or deputising in a day care setting.</p> <p>Experience of managing a staff team</p>
Knowledge/Skills	<p>Able to articulate a vision for outstanding teaching and learning.</p> <p>Comprehensive knowledge and understanding of the legal framework (EYFS Statutory Framework), Early Years Outcomes and Development Matters.</p> <p>Comprehensive understanding of child development and how children learn through play and talk.</p>	<p>Experience of leading CPD for others.</p> <p>Experience of leading performance management reviews and procedures. Able to analyse data and use to raise achievement throughout the Nursery.</p>

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	<p>Good standard of literacy and numeracy.</p> <p>Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs.</p> <p>Ability to carry out management tasks efficiently, to write clear reports and keep clear and informative written records and simple finance records as required.</p> <p>Ability to keep clear and appropriate records on children and their progress.</p> <p>Ability to manage Nursery budgets, appropriate staffing levels and maintain waiting lists.</p>	
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