

# Bridgwater and Taunton College Trust

Pre-School Deputy Manager



## Pre-School Deputy Manager Grade: BTC Scale 04, Point 05.

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.
- 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
- To ensure high standards of hygiene and cleanliness are maintained at all times

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- 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
  
- To participate in training and other learning activities as required.
  
- To plan and deliver Safeguarding training to staff and maintain accurate training records.
  
- To plan, produce and distribute safeguarding newsletters, update bulletins and safeguarding information notices. Ensure nursery website is updated and reviewed regularly.

### 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

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- 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
- 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
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	<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>Experience of supporting a staff team</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>
<b>Knowledge/Skills</b>	<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</p>	<p>Experience of leading CPD for others.</p> <p>Experience of leading performance management reviews and procedures.</p>

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	<p>Years Outcomes and Development Matters.</p> <p>Comprehensive understanding of child development and how children learn through play and talk.</p> <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>	<p>Able to analyse data and use to raise achievement throughout the Nursery.</p>
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