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| **SCHOOL/LOCATION:** | Waltham-on-the-Wolds Pre-School |  |
| **JOB TITLE:** | Pre-School Deputy Manager |  |
| **RESPONSIBLE TO:** | Pre-School Manager and Headteacher |  |
| **GRADE:** | 6 |  |
| **SALARY:** |  |  |
| **CORE PURPOSE:** | To support with the leadership and management of the pre-school, which consistently promotes high aspirations and standards, and a commitment to continuous improvement across the team |  |

**JOB DESCRIPTION**

**KEY DUTIES & RESPONSBILITIES**

**Curriculum & Pedagogy**

* Under the supervision of the Pre-school Manager, to deliver and plan an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so.
* To plan activities which ensure each child is working towards the early learning goals and support others in doing so.
* To be a key worker to assigned children.
* To write reports for assigned children, and to keep clear and accurate records at all times.
* Establish creative, responsive and effective approaches in relation to children’s learning.

**Operational Management**

* Ensure the smooth day-to-day running of all services, including compliance with Trust policies and procedures, and statutory requirements.
* To ensure the welfare and safety of children is paramount within the setting.
* Ensure the premises promote an atmosphere which facilitates engagement, learning and well-being for all children and families.
* To work with the Headteacher and Pre-school Manager to effectively deploy staff within the setting.
* To liaise closely with parents/carers, informing them about the Pre-school, and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
* Have knowledge of and contribute to, the efficiency of the Pre-school's administrative duties.
* Support the effective marketing of the setting in order to maximise the occupancy levels and income.
* Ensure appropriate staff-pupil ratios are maintained.
* Assist the Pre-school Manager by monitoring stock levels and equipment, and compiling orders as required.
* Provide a safe, caring, stimulating educational environment, both indoors and outdoors.

**Leadership & Development**

* Support and promote the aims and objectives of the pre-school, and to assist the Manager in delivering excellent standards of care and education.
* Direct and support Pre-School staff as agreed by the Pre-school Manager.
* To deputise for the Pre-school Manager as required.
* Working with the Headteacher and Pre-school Manager, support the use of research projects to provoke debate, reflection, problem solving and in-depth understanding of pedagogical issues across the team.
* Consistently maintain high expectations and provide challenge and support where there are examples of inconsistency and/or underperformance.
* Communicate with other managers, leaders and outside agencies as appropriate to maximise opportunities and to ensure that any issues are resolved quickly.

**GENERAL REQUIREMENTS**

* Ensure the values of Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
* Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
* Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
* Be prepared to work ‘across piece’, being flexible and interested in other areas;
* Be aware of and take part in the Trust’s Performance Management framework participating in training and development activities as required;
* Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
* Carry out duties placed on staff by Health and Safety legislation;
* Carry out appropriate additional tasks at the request of the senior leader.

**REVIEW AND AMENDMENT**

* This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

**PERSON SPECIFICATION**

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| **ATTRBUTIES** | **REQUIREMENTS** | **ESSENTIAL OR DESIRABLE** |
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| **EDUCATION &TRAINING** | Minimum of a relevant and recognised Level 3 Early Years/childcare qualification | E |
| Leadership and Management qualification | D |
| Evidence of ongoing personal development training | E |
| Desire to continue with professional development | E |
| Up to date Paediatric First Aid certificate and Safeguarding | D |
| Basic Food Hygiene Certificate | D |
| **EXPERIENCE & SKILLS** | Substantial post qualifying experience in working with children | E |
| Experience of implementation of EYFS | E |
| Knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding, Childcare Act 2006 | E |
| Knowledge of child development and children’s needs | E |
| Knowledge on policies and procedures in relation to equality and inclusive practices | E |
| Experience of working with parents/carers/families to encourage partnership working | E |
| Awareness of Health & Safety and practical hygiene issues | E |
| **PERSONAL ATTRIBUTES** | Ability to communicate effectively at all levels including professional practitioner level, and to engage with children, parents and families | E |
| Able to be an effective leader and work as part of a team | E |
| Good record keeping, report writing and presentational skills | E |
| Possess a level of general computer literacy with a range of IT skills | E |
| Good organisational and time management skills; punctual and excellent attendance record | E |
| High levels of integrity and able to uphold confidentiality | E |
| Ability to support the effective marketing of the setting in order to maximise the occupancy levels and income | E |
| **SAFEGUARDING & EQUAL OPPORTUNITY** | Commitment to the highest standards of equality and celebration of diversity | E |
| Must be able to recognise discrimination in its many forms and willing to put Trust’s Equality Policies into practice. | E |
| Commitment to safeguarding pupils. | E |
| Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people | E |