

## **JOB DESCRIPTION**

Post: Deputy Manager for the Nursery, Pre School and Pre Reception Unit and Room Lead for the Nursery

Reporting to the Head of Early Years and Deputy Head

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. To support the Head of Early Years in the efficient day-to-day running of the unit and overall delivery of a high-quality service.
2. To help to plan an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
3. To meet children's social, emotional, physical and intellectual needs by providing stimulating and age-appropriate play and learning opportunities in the unit.
4. To supervise the children where appropriate and to protect them from dangerous or harmful situations.
5. Carry out observations (as required) in order to ensure that the children are progressing through the EYFS curriculum and to identify appropriate targets based on their individual development and needs.
6. To support and develop the provision of a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.
7. To act as a Key Person to a group of children and plan tasks based on their interests and stages of development.
8. To assist in the preparation of snacks, set up and clear away meal times and supervise children during meal times.
9. To liaise with parents/carers and keep a record in the children's online journals about their children's needs & to verbally feedback to parents/carers about their child's day.
10. To be aware of any special needs a child may have and inform other staff as appropriate.
11. To keep informative, accurate and up-to-date records, including any behavioural or developmental reports.
12. To arrange and attend parents'/carers' meetings to allow two-way discussion on child's progress on a regular basis.
13. To share progress of key children and contribute to the planning of activities and delivery of curriculum.
14. To support the Head of the Early Years Unit in ensuring the setting meets Ofsted requirements at all times.
15. To ensure all staff understand and work to the policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
16. To build positive relationships with parents, ensuring that the relevant staff are informed of any concerns.

17. To work with staff colleagues to ensure learning is based on children's current interests and stages of development and allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
18. To work within the Key Person system and ensure that regular observations are carried out on all children and their progress is recorded and shared with parents, both formally and informally.
19. To ensure that the unit implements the school Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs.
20. To actively challenge discrimination of all kinds and ensure that staff and volunteers within the unit do the same.
21. To continually evaluate and reflect on your own practice. To keep up-to-date with the latest ideas and developments in the Early Years field.
22. To contribute to and attend his/her supervisions and staff appraisal.
23. To attend and contribute at regular staff/team meetings.
24. To share any child protection concerns immediately with the Head of the Early Years Unit.
25. To liaise with other senior staff, where appropriate.
26. To work together with colleagues to build a happy and positive working environment.
27. To cover other rooms at short notice and be prepared to move rooms on a permanent basis when required.
28. To attend any conferences, training events or meetings as identified by the Head of Early Years or Deputy Head.
29. To ensure adherence to The Pre-School Unit's code of practice on confidentiality.
30. To be punctual, smartly and appropriately dressed, and to behave in such a manner as is appropriate in line with the requirements laid out in our staff handbook, including the following of Health and Safety procedures.
31. To acknowledge that you are part of a whole school community and to recognise your wider role and responsibility within it.
32. To contribute to the school aims and ethos.
33. To ensure the Health and Safety of all children and to abide by the school's Health and Safety regulations
34. To be aware and act upon all policies regarding "Safeguarding Children" and "Every Child Matters."
35. To perform any other duties as deemed necessary by the Head of Early Years or Deputy Head.