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<b>JOB TITLE:</b>	Deputy Pre-school Manager
<b>LOCATION:</b>	Giggleswick School
<b>RESPONSIBLE TO:</b>	Head of Junior School via Pre-school Manager
<b>HOURS OF WORK:</b>	40 hours per week over 51 weeks on a pre-arranged shift pattern within the hours of 7.15am - 6.15pm. Required to be flexible to suit the needs of the Nursery.
<b>SALARY:</b>	Grade A.2 Points 5 – 9 - £17,657 - £22,441 per annum.
<b>CLOSING DATE:</b>	Midday Thursday 2 December (interview will be held on Monday 6 December 2021)

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Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Safeguarding Policy and Procedures at all times.

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### **About the Department**

We have well qualified staff and well resourced, modern and safe facilities to ensure that we give children every opportunity to develop. Our curriculum is centred around structured play and learning, through discovery and exploring. Early reading skills are developed through the phonic schemes and our well-equipped library. Music, French, trips to the science lab, PE and swimming are just some of the many additions to our curriculum, where the pupils meet other staff from the Junior School.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To carry out the professional duties of an Early Years Practitioner as circumstances may require and in accordance with the school's policies and EYFS framework under the direction of the Pre-school Manager and Head of the Junior School.
- Work as part of a team in providing high standards of education in a stimulating and challenging environment.
- Ensure safeguarding of children, and contribute to the 'Every Child Matters' agenda
- Support the aims of Giggleswick Junior School and lead a team in the organization of high quality provision.
- Promote the physical, social, emotional and cognitive development of each child by meeting their individual and group needs.
- Ensure positive parent/carer partnerships.
- Key person role.
- Lead in the day to day operational duties in Mill House.
- Lead and develop new EYFS initiatives/curriculum

#### **1. Planning, Teaching and Class Management (EYFS)**

- Teach allocated pupils by planning their teaching and learning as set out in the EYFS;
- identifying clear 'next step' objectives and plan appropriate activities and enhancements to provision
- plan and deliver or lead in teaching activities
- identifying and provide appropriate learning opportunities for SEND or More Able pupils;
- provide engaging, stimulating and dynamic learning environment, both indoors and out
- Promote positive behaviour in accordance with the school's policy and procedures
- Work in partnership with parents/carers to support learning and development at home
- Use a variety of teaching strategies including adult-led, scaffolding and extending children's play



**2. Monitoring, Assessment, Recording, Reporting (EYFS)**

- Assess how well learning objectives have been achieved through observational assessment, and track using online tracking systems
- Identify and record significant learning and identify 'next steps'
- Analyse and interpret summative assessment data to monitor individual pupil progress
- Report verbally to parents/carers on their child's progress
- Support the Pre-school Manager in all aspects of M, A, R and R

**3. Curriculum Development (EYFS)**

- Have responsibility for assisting the development of plans identified by clear targets and success criteria through the Pre-school development plans.
- Contribute to EY and Personal development through attendance at appropriate meetings, training and the departmental quality assurance program.

**Other**

- Other tasks may develop and been added to this role, following suitable training and subject to time available.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head or Bursar to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Manager and member of staff and will be reviewed annually.
- The first six months of employment will be probationary. The probationary period may be extended at the School's discretion.

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>• GCSE level English and Maths</li> <li>• Level 6 equivalent qualification in Child Care.</li> <li>• Paediatric First Aid</li> </ul>	
Knowledge and experience	<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> <li>• Experience as a key worker within an early years setting</li> <li>• Experience in leading the planning/assessment/observation cycle</li> <li>• Experience in leading a team of practitioners in an EYFS setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children from the age of 2</li> <li>• Passion for a subject area, which will enhance current provision</li> <li>• Experience of managing the day to day running of a Pre-school setting</li> </ul>



## GIGGLESWICK SCHOOL

Skills	<ul style="list-style-type: none"> <li>• Good interpersonal skills, with the ability to develop positive relationships with young people</li> <li>• Good writing and computer skills</li> <li>• Excellent communication skills</li> <li>• An understanding of equality and diversity issues</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Willingness and ability to be flexible</li> <li>• Ability to relate to staff, students, parents/carers and governors.</li> <li>• Ability to lead a team when necessary</li> <li>• Highly organised with good time keeping</li> <li>• Honest, reliable and patient</li> <li>• Commitment and flexibility with the demands of the role</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• Evidence of a commitment to promoting the health, welfare and safeguarding of children.</li> <li>• A good knowledge of safeguarding issues and procedures</li> </ul>	

### **Health & Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

### **Equal Opportunities Employer**

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Attack, Human Resources Manager, reattack@giggleswick.org.uk

### **Child Protection and Safeguarding Policy**

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

### **School Values**

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.