

JOB DESCRIPTION

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title:	Deputy Head of Nursery
Reports to:	Head of Nursery
Department:	Nursery
Faculty:	N/A
Relationships:	
The post holder is accountable to the Head of Nursery and Head of Prep school in all matters relating to this post. All staff are ultimately responsible to the Head & CEO. The post holder will work closely with the Head of Nursery and EYFS staff as part of their leadership responsibilities. The post holder will work alongside other colleagues to support and contribute to whole school development.	

Main duties and responsibilities:

- Promote the vision and aims of the school
- Make a positive contribution to the leadership and management of the school, leading by example
- Oversee the day to day running of the Nursery in the absence of the Head of Nursery, working in collaboration with other members of the Nursery Team and the Pre-Prep team.
- To support the Head of Nursery in the strategic planning of the Nursery and the implementation of School Development Plans
- Contribute to the arrangements for staff supervision and appraisal and to the safe recruitment of Nursery practitioners
- Organise, support and lead staff to work collaboratively, maintaining high professional standards
- To act as Deputy Designated Safeguarding lead for the Nursery
- To be responsible for the day to day running of the Nursery including all staffing and safeguarding matters in the absence of the Head of Nursery

Key Responsibilities

- To ensure that the quality of care throughout the Nursery is outstanding through efficient structures, systems and recording including outstanding practice
- To monitor, implement and adjust rotas for staff at the request of the Head of Nursery, ensuring cover arrangements and staff are deployed effectively
- To ensure that Health and Safety and Safeguarding practice and policy is implemented effectively
- To communicate effectively and regularly with parents and carers
- To work closely with the school's SEND and Health and Well-Being departments to support pupils' needs
- Work within the Nursery Leadership team, attend and contribute to monthly management meetings and lead room leader meetings
- Assist with cover in the rooms, role modeling outstanding practice.
- Support the Head of Nursery in overseeing the planning and implementation of activities and complete learning and development audits in line with the Early Years Foundation Stage (EYFS) Framework
- To keep informative, accurate and up-to-date records, including records of progress and any behavioral or developmental concerns

- Support the Head of Nursery in overseeing Parents Evenings and other Nursery Events

Professional Responsibilities

- To safeguard and promote the welfare of all young people at Bede's
- To fulfill wider professional responsibilities
- To take responsibility for improving their own professional practice by engaging in independent professional development alongside the School's professional development programme
- To complete any mandatory training related to their job or required to fulfill the school's statutory or regulatory obligations
- To proactively explore developments and innovations in pedagogy and subject knowledge
- To demonstrate consistently high standards of personal and professional conduct], developing and maintaining effective and positive relationships with colleagues across the school
- To establish professional and effective communication with parents

Values

- To promote the Trust's vision, mission and values, within the School and beyond
- To promote the inclusive ethos of the School by cultivating a culture of equality, diversity and kindness

Other Responsibilities

- To undertake such other reasonable duties from time to time as the School may reasonably require
- In addition, the job holder will ensure that all staff under his/her control and direction (including any agency staff) undertake all required training at the stipulated times to ensure full understanding of and compliance with our Safeguarding Policies and Procedures.

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
NVQ level 3 or equivalent	Essential	A
Level 2 or above in Maths	Essential	A
Experience		
Excellent understanding of the EYFS framework	Essential	A,I
Management experience within a EYFS setting	Desirable	A, I
Knowledge and Understanding		
EYFS inspection framework	Essential	A,I,E
Planning and implementation of learning and development within EYFS	Essential	A,I,E
EYFS safeguarding and welfare requirements	Essential	A,I,E
The statutory requirements around child protection, SEN, equal opportunities and Health and Safety	Essential	A,I,E
To create a vibrant and engaging learning environment that considers room organisation, learning strategies and the setting up and managing of a free flow environment	Essential	A,I,E
Skills		

BEDE'S

Effect use of ICT to support the teaching and learning and to monitor children's progress	Essential	I,E
Establish and develop effective relationships with key stakeholders	Essential	I,E
To lead a team and organise effective deployment of staff	Essential	I,E
To be a reflective practitioner who demonstrates resilience and the ability to work under pressure	Essential	I,E
Create a nurturing, happy and engaging learning environment	Essential	I,E

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.