

Broadway and Towerview Playschool



within Apple Vale Children's centre, Leamington Road, Broadway, WR127BD.

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EARLY YEARS DEPUTY MANAGER APPLICATION PACK

Broadway and Towerview Playschool



PERSON SPECIFICATION: Early years Deputy Manager at Broadway & Towerview Playschool

Factors	Essential	Desirable
Qualifications	Full and relevant early years level 3 qualification Child protection/safeguarding training	Qualified to degree level or working towards this qualification First aid (12-hour paediatric) training Health and safety training Equal opportunities training
Experience, Knowledge and skills.	Experience, knowledge and understanding of the Early Years Foundation Stage. Complete knowledge and experience of child protection and safeguarding procedures. Experience of supporting the leader and experience of leading a team of adults and supporting team development. Experience of providing a happy, challenging and effective learning environment. Sound understanding & successful experience of supporting child development and children's needs. Experience of dealing Nursery Education Funding (NEF) and fee collection. Experience of planning and implementing a pre-school curriculum and assessment system. Experience of working with parents and encourage their involvement. Commitment to equal opportunities and understanding of religious and cultural diversity. To uphold British values and culture.	At least 2 years of working in early years environment at supervisor level. Experience of Ofsted inspection process. Involved in FIP and SEF. Key person co-ordinator. Senco /SEN experience. Supervision and appraisal system experience.

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Factors	Essential	Desirable
Competencies	<p><u>The Deputy Early Years Practitioner will be able to:</u></p> <ul style="list-style-type: none"> Lead planning and ensure delivery of interesting activities and learning opportunities that meet the needs of all the children in the setting. Be able to model how to support children kindly and with respect. Develop excellent working relationships with all the staff team members. Establish and develop close relationships with families-parents and carers. Communicate effectively (both orally and in writing) to a variety of people and professionals. Demonstrate an ability to work in a busy, demanding environment - to be able to think and respond flexibly. Demonstrate ability to model and promote safe working practice. Demonstrate an ability to maintain confidentiality at all times. To keep abreast of all childcare legislation. Demonstrate an understanding and commitment to equal opportunities. 	
Personal qualities	<ul style="list-style-type: none"> Enjoying working with and supporting children learning through play at their own level. Be confident to support change with vision and enthusiasm. The strength to challenge under achievement with sensitivity. The ability to set targets, meet deadlines and work under pressure. Support and develop enthusiastic team approach to management. The ability to communicate, listen and respond across the whole community. The ability to balance the needs of the staff with compassion, support and empathy. The ability to sustain the positive Playschool ethos. Ability to negotiate and handle conflict. 	



JOB DESCRIPTION

Job title: Playschool Deputy Manager.

Responsible to: Chair of management committee.

Responsible for: Playschool staff, children and environment.

Purpose of job: To support the Leader to develop the staff team, to work with the committee and to continually strive to improve the Playschool. To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute to and implement pre-school policies.

Hours of work: Flexible and relate to the numbers of children on the books.

Pay: incremental - dependent on time served and acquisition of relevant qualifications.

Probationary period: One academic term.

MAIN DUTIES:

1. To take responsibility for leading planning and delivery of Early Years Foundation Stage curriculum.
2. To liaise with and support the leader to deliver and progress the Playschool service.
3. To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
4. To support the Leader to draw up and to supervise the daily programme of Playschool activities and events.

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5. To be responsible for implementing systems of observation, 'Learning Journeys' and record keeping so that children's attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures, including 2 year old checks and transition information for schools. To support the staff team to ensure everyone contributes to this cycle.
6. To help organise the key person system and to supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs
7. To ensure records are properly maintained, e.g. daily attendance register, accident and incident book. To manage the Playschool fees.
8. To liaise closely with parents/carers, informing them about the Playschool and its curriculum, exchanging information about children's progress and encouraging parent's involvement.
9. To ensure the Playschool is a safe environment for children that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are practised regularly.
10. To lead practice by modelling excellent levels of interaction while guiding and supporting children, offering an appropriate level of support and stimulation. To use positive reinforcement and other good practices to support behaviour.
11. To uphold to Broadway & Towerview Playschool Code of Ethics.
12. To support Leader to deliver evening staff meetings and in-house training [at least 2 per term].
13. To attend in-service training and meetings as required.
14. To support student practitioners on work placements.
15. To keep completely confidential any information regarding the children, their families or other staff gained as part of the job.
16. To uphold and adhere to the setting's safeguarding/ child protection policies and follow procedures to keep children safe and secure and ensure that others at the setting are adhering to the policy (Whistle blowing' Policy).

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17. To lead and develop POLICIES & PROCEDURES with special reference to 'Health & Safety and Food Safety—ensuring all staff complete H&S induction process.
18. Working in partnership with the setting's LA advisor, SSA; Special Educational Needs Coordinator (SENCO) and other agencies and professionals as appropriate e.g. Speech and Language Therapist (SALT), Ofsted, Children's Centre staff etc.
19. To demonstrate excellent practice in supporting children with additional needs and inclusion.
20. To learn about and keep abreast of developments in early years childcare and education.

OPERATIONAL:

21. To ensure policies and procedures for the day-to-day running of the setting are adhered to, including all record keeping.
22. To work with other colleagues as a team, ensuring the highest standards of care and education are provided for all children in setting.
23. To work with families to support children's development and care.
24. To demonstrate a flexible approach to day-to-day duties to ensure smooth running and operation of the setting.
25. To work with the Leader during inspections and to assist in implementing any recommendations given by any regulatory body.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. It is subject to full background checks and DBS checks & update service.

