



Childcare & Sport Education



Preschool Deputy Manager / Senco Job Description

Job summary:	Day to day organisation of the club. Provide quality play care and education within the framework of the Preschool's policies and procedures
Line manager:	Preschool Manager/Compliance Manager
Responsible for:	Preschool practitioner /school escorts/volunteers
Working relationships:	Children attending the Preschool and their parents or carers Management and staff and staff of S4YC Ltd, feeder primary schools, students and volunteers, registering authorities, CWAC, Ofsted.

Main duties include:

Deputy Manager – Lead support for Setting Manager

- Planning, preparing and delivering quality education opportunities within a safe and caring environment.
- Key person for a range of children.
- Providing comprehensive care for the children while in the Preschool's care.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Overseeing all aspects of the Early Years Framework.
- To observe Preschool staff on a regular basis, report any concerns for disciplinary issues with the support from senior management.
- Consulting with children and involving them in planning activities.
- Providing support and supervision to all staff, including volunteers.
- Administration and record keeping, including taking fees from Parents when the Manager is not available.
- Encouraging parental involvement in the Preschool.
- Developing and maintaining good communication with all members of the company, parents, schools, CWAC and Ofsted.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the Preschool's policies and procedures.
- To undertake peer observations.

SENCO

- Monitoring the observation, identification, assessment and support of individual children with SEN.
- Ensuring all records on children with SEN are maintained and relevant information is passed to the Preschool, Reception Class teachers and school SENCOs at transition.
- Offering confidential support and advice to parents. This will include daily informal contact recorded on a record of contact form and regular reviews of their child's progress.
- Advising and supporting staff on issues relating to inclusive practice. This may include contributing towards relevant in-house training.
- Seeking support and advice from the setting's senior management team to ensure effective delivery of the setting's SEN provision.
- Liaising with other relevant agencies on the delivery of provision and the individual needs of children with SEN.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 2 to 4 year olds• Experience of administration• Experience of working in a supervisory or management capacity• Delivering equal opportunities in a play setting• Awareness of needs of children and families• Appropriate Level 3 qualification or greater.• Current First Aid Certificate• Appropriate safeguarding training.• Food Hygiene Certificate• Ability to provide and facilitate safe and creative education.• Ability to work as a team member and demonstrate leadership skills• Good communication skills• Ability to work on own initiative, using judgement and common sense• Ability to manager time and workload effectively.	<ul style="list-style-type: none">• At least 2 years' experience of working in a childcare setting• Experience of working within a Preschool setting• Experience of budgeting• Ability to use IT based resources to support education and club administration• Current driving licence

Key person

Main duties

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance. Discuss, organise and complete planning on weekly, medium and long term plans, adhering to adult and child initiated activities developed from spontaneous play and children's ideas during each session using evaluation on planning sheets to set up focused activities or enhance continuous provision to promote next steps for individual children and as a group.
2. To use correct paperwork implemented by the Compliance Manager who follows guidelines and information given by Ofsted and the Early Years Consultant assigned to all settings managed by S4YC Ltd.
3. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
4. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers acting as a good communication link for their child's development. Ensuring each child's needs are recognised and met by observing and recording children's personal achievements on 'Learning Book' software, completing learning journeys, discussions with parents and updating them regularly.
5. Work in partnership with parents/carers and other family members.
6. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To teach children, offering an appropriate level of support and stimulating play offering new experiences and challenges, simplifying or extending activities wherever necessary.
8. Communicate with other members of staff and children in a quiet acceptable, non-threatening tone or action.

9. To ensure that children are kept safe and that you understand when to follow child protection procedures.
10. Communicate with outside agencies where necessary or inform Manager or Deputy Manager of any concerns about a child who may need outside agencies.
11. Preparing snacks and drinks following health and safety guidelines and procedures.
12. To support meal times within the setting e.g. snack and lunch club.
13. To escort children to the toilets and support where necessary with toileting and personal hygiene, using aprons, gloves and following good hygiene practices.
14. To actively participate at team meetings, supervision meetings and appraisal meetings, where prior notice will be given unless arranged with in contracted preschool working hours. To value the views and ideas of all members of staff without discrimination, accepting constructive criticism where it benefits the running of the setting and staff personal development.
15. To attend training courses as required and to take responsibility for your development.
16. To keep completely confidential any information regarding the children, their families or other staff, this is acquired as part of the job.
17. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, daily risk assessments etc.
18. To ensure that adequate records are kept and updated regularly. Being personally responsible for entering and recording: medication, accidents, incidents YOU have witnessed and inform the Manager or Deputy in charge that day and the child's parent/carer at the end of the session.
19. To promote the nursery to current parents and potential customers, by giving the preschool telephone number, email and website address.
20. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.

Confidentiality procedures I agree to abide to:

1. I will always check whether parents regard the information they share with me to be regarded as confidential or not.
2. Some parents sometimes share information about themselves with other parents as well as staff; I cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
3. Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it, I will meet the terms of this agreement.
4. I agree to inform parents when we need to record confidential information beyond the general personal information we keep (see record keeping procedures) – for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child. Unless for legal and safeguarding issues it is necessary to retain information to protect the child.
5. I will keep all records securely (see our record keeping procedures).

6. If I am approached by parents outside of school, I will not engage in conversation but refer them to the appropriate staff member to discuss the issue of concern at an appropriate time and meeting, within preschool opening hours.

I promise to:

1. Use the Pre-school's behaviour guidelines and inform the Manager or Deputy of any inappropriate behaviour that I am unable to resolve.
2. Treat any information or observation I make with total confidentiality.
3. Arrive to work on time according to contracted hours, but may need to be flexible with finishing times to ensure the safety of children or preparation for the next session or day. If I am consistently late without a reasonable explanation time will be deducted from my wages accordingly.
4. Attend staff meetings, inset days and training courses to develop my role as a practitioner with prior notice given.
5. Wear the correct uniform bearing the preschool logo at all times during preschool hours.
6. Show enthusiasm and commitment to my practitioner role engaging with children and team members to provide good quality care and learning for families accessing the setting.
7. Discuss any grievances that arise during supervision meetings unless they need to be addressed immediately with my Manager or Deputy Manager, to avoid low morale and low self-esteem amongst other staff.
8. Refrain from using my mobile phone during session time which will be locked in a box with my permission to safe guard me, children and colleagues. I understand that my Manager or Deputy Manager will allow me to access my phone for emergency or special circumstances.
9. Abide by the procedures for use of mobile phones, cameras and videos within the setting during pre-school hours.
10. Not discuss any information with regards to preschool on social network websites on the internet for example face book, as I will be breaking confidentiality procedures and will be dismissed immediately if I am reported or found doing so. Therefore I will refrain from identifying myself as working for the early years setting. Ensure that I do not conduct myself in a way that is detrimental to the early years setting. Take care not to allow my interaction on these websites to damage working relationships between members of employees and service users of the early years setting.

I understand and I am willing to comply with all the above criteria, duties and additional information as set out in my job description and contract completed at the onset of my employment with S4YC Ltd.

Practitioners Name:.....

Signed.....

Job Description.....

Date.....