

Tithe Barn Preschool

Job Description



Job Title: Preschool Deputy Manager

Responsible to: Preschool Manager

Job Purpose: To work as Deputy Manager, Key Worker and as part of the Preschool team under the direction of the Preschool Manager in providing a safe, high quality care and education for Preschool children.

Responsibilities:

- To adhere to the Tithe Barn Preschool Policies and Procedures, with particular regard to Safeguarding Children, Health and Safety (including Mental Health), Behaviour, Equality and Diversity, Inclusion and Special Educational Needs and Confidentiality.
- Provide a safe, stimulating environment to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- Promote the inclusion and acceptance of all children in line with the British Values Policy.
- Encourage all children to interact and work cooperatively with others and engage all children in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To ensure that the children are able to make choices within their play and have the opportunities to engage in positive active play.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- To foster appropriate behaviour by giving children clear, consistent and firm guidance whilst maintaining a caring and nurturing environment and by following the Preschool Behaviour Policy.
- To be vigilant at all times to minimise risk and take immediate appropriate action to avoid accidents.
- To respect and value the contributions made by all children, parent/carers, practitioners and other professionals within the Preschool community, and to foster a diverse and positive learning environment.
- To assist with the daily setting up of indoor and outdoor environments to provide for the safety, wellbeing and inclusion of the children attending the Preschool.
- Ensure all children are supervised at all times and be aware of staff ratios.
- To ensure continued professional development (CPD) through training, regular supervisions with the Manager and an annual appraisal.
- Participate in Staff Training days and other learning activities as appropriate.
- To ensure that all equipment and resources are maintained, tidied away and stored safely at the end of the Preschool session, and that the necessary preparation is carried out for the following day.

- To complete tasks in a timely manner.
- Abide by the Staff Code of Conduct and be aware of the Disciplinary Policy.

Specific to Deputy Managers

- Support and liaise with the Manager on a daily basis.
- Deputise for the Manager and to be responsible for the daily running of the Preschool, including care and welfare of the children, managing staff and delivery of the curriculum.
- To plan and implement the curriculum with age appropriate and stimulating activities to ensure that the children's learning and development needs are met.
- Be a Key Worker for a group of children.
- To record observations on Tapestry and publish them in a timely manner.
- To plan and deliver intervention groups which enrich the children's learning and help them progress in areas of need.
- To carry out observations and assessments to identify each child's next steps, to be used to inform the curriculum planning.
- To direct the Play Assistants on daily duties and observations needed to support their role as a Key Worker.
- To work in partnership with the children, parents/carers and other professionals.
- To carry out parent meetings and to ensure that each Key Child's Learning Journal is kept up to date.
- To complete the two year progress check where necessary and Summative Assessments throughout the year including a Transition summary for the child's transfer to the next setting.
- To assist the Manager with the role as SENCO.
- To be up-to-date with Safeguarding training and be a Deputy Lead.
- To work with the Manager to ensure that staff ratios are maintained and that there is effective staff deployment, supervision, mentoring and recognition of training needs for all staff.
- To work with the Manager to ensure that all records are maintained, with special regard to the monitoring of daily registration, accident, incident, risk assessment and key worker records.
- To attend regular Senior Management Meetings, Staff Meetings and Working Parties to discuss planning, preparation, monitoring and assessment.
- To follow the Action Plan and Monitoring Form helping the Managers to ensure all termly targets are met.
- To be knowledgeable about the cohort tracking and understand the areas in which the Managers need to develop.
- To be actively involved in the development and evaluation of the Preschool session procedures and the self-evaluation process.