



Job Description

Job Title:	Deputy Nursery Manager & SENCo	
Reports to:	Nursery Manager	
Scale/FTE	Kent Scheme Pay Grade - KSE	Hours: 36.25 Contract: Permanent

Main Purpose:

- To work as a key person and as part of the nursery team under the direction of the manager.
- To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
- To work with and support colleagues to enhance children's education and social development and foster positive behaviour.
- To be responsible when the manager is not present for the daily management of the nursery including ensuring there is a stimulating environment for children 3-4 years old.
- To deputise for the manager as appropriate.
- The Deputy Nursery Manager has the responsibility of ensuring that the nursery runs smoothly and that all staff are directed in an organised and consistent way.

Main duties:

1. To undertake day to day nursery duties to ensure high standards of care and education are maintained.
2. Support the manager in ensuring that children, whilst in the nursery, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds and help organize nursery staff in the provision of developmentally suitable and varied activities.
3. To adhere to the nursery's policies and procedures to ensure that high standards are maintained within the nursery this includes health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, etc.
4. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
5. To help set up the nursery for the daily program and to help tidy away at the end of the session.
6. To contribute to partnership working with nursery staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
7. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
8. Work in partnership with parents/carers and other family members.
9. To advise the Nursery Manager of any concern e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
10. To teach children, offering an appropriate level of support and stimulation play experiences.
11. To ensure that children are kept safe and that you understand and follow River Mill Nursery child protection procedures.
12. To support mealtimes within the setting.
13. To actively participate at team meetings, supervisor meetings and appraisal meetings.
14. To attend training courses as required and to take responsibility for your development.
15. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

16. To maintain a recording system for individual children that is regularly updated and which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information.
17. To promote the nursery to current parents and potential customers.
18. To undertake any other reasonable duties as directed by Nursery Manager, in accordance with the setting's objectives

SENCo responsibilities:

1. With the support of the Inclusion Manager; to be responsible for the day-to-day operation of the setting's SEN policy, and for coordinating provision across the setting.
2. With the support of the Inclusion Manager, implement SEN support and the graduated approach of: assess, plan, do, review to meet the outcomes identified for the child
3. Support individual practitioners in implementing the approach for individual children.
4. Meet the requirements for record-keeping in a way that supports a participative decision-making process.
5. Draw on a range of sources, including the views of the child, supported by reliable evidence of effectiveness, to inform their advice and support to colleagues on different approaches to improving children's progress
6. Ensure all practitioners in the setting understand:
 - how the setting works in partnership with parents to identify a child as having SEN.
 - how the practitioner and the SENCo agree, in consultation with the parent and the child, the outcomes they are seeking for the child.
7. Ensure parents receive up to date information, advice and support that they need in order to participate in the SEN decision-making process.
8. Ensure parents are closely involved throughout and that their insights inform action taken by the setting.
9. Involve parents in the discussion of any early concerns, in identifying any SEN, and agreeing:
 - the outcomes being sought for the child
 - the interventions and support to be put in place
 - the expected impact on progress, development, behaviour
 - date for review

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

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. This post is subject to an Enhanced Disclosure and Barring check.

River Mill Primary School

PERSON SPECIFICATION

Job Title: Deputy Nursery Manager

Reports to: Nursery Manager

EXPERIENCE (Essential Requirements)

- Experience of working within an early years setting
- Up to date knowledge and clear understanding of the requirements in EYFS
- Experience of planning within the EYFS curriculum
- Willingness to attend meetings and training appropriate to the role
- Experience of working with children with additional needs

QUALIFICATIONS/TRAINING (Essential Requirements)

- DfE approved Level 3 Early Years Qualification
- Good numeracy/literacy skills
- A knowledge and skilled use of a range of learning styles and teaching strategies to support children's learning
- Current paediatric first aid qualification
- Safeguarding children and child protection training

KNOWLEDGE/SKILLS (Essential Requirements)

- An understanding of the development of children from birth to five.
- Knowledge of how to support children with a variety of additional needs
- Be able to support children's learning by delivering small group and one to one inputs.
- Be able to make skilled and insightful observations, assessments and reports on individual children's progress and development
- Models excellent language and behaviour
- The ability to extend children's thinking through effective questioning
- Takes an active involvement in the planning of the EYFS throughout the nursery and within small group activities
- Has the ability to communicate effectively with children, families and colleagues
- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children
- Has a commitment to the protection and safeguarding of children
- Is willing to work within organisational procedures and processes and to meet the required standards of the role
- Can use ICT effectively to support learning
- Familiarity with the Special Educational Needs Code of Practice
- Work constructively as part of a team, understanding the settings roles and responsibilities and own position within these.