

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Pre-School Deputy Manager	
Directorate: Education	Post No:
Section: Pre-School Roles	Date: 14 May 2014
Responsible to: Pre-School Nursery Manager	

Job Purpose

To work effectively as a member of the pre-school staff supporting children's needs and development. To support the supervisor in providing a high standard of EYFS care and education. To ensure that the pre-school environment is safe for children and adults, that equipment is safe, standards of hygiene are high and that issues or concerns are reported as appropriate. To act as a key person for a group of children.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Support for Children:

3. Supervise and support children ensuring their safety and access to learning.
4. Attend to children's personal needs and implement related personal programmes, including social, health, hygiene, first aid and welfare matters.
5. Establish good relationships with children, promoting positive behaviour by acting as a role model and responding appropriately to individual needs.
6. Work alongside parents of children with additional needs to ensure their support and inclusion and integration within the pre-school.
7. Encourage children's abilities – both to act independently and to interact and work co-operatively with others.

8. Ensure children's dietary and nutritional needs are met – taking account of parent's / carer's wishes.

Support for the Pre-School Supervisor:

9. Help prepare and fully set-up the pre-school environment before the children arrive and tidy up after the children leave.
10. Undertake certain domestic duties within the pre-school i.e. preparation of snacks, washing-up / washing duties, cleansing of equipment.
11. Work as part of a team to manage children's behaviour as required, reporting any concerns.
12. Prepare and maintain equipment / resources as directed by the pre-school supervisor and assist in their use.
13. Use own initiative to ensure all areas are well resourced and safe for the children.
14. Assist with the display of children's work when required.
15. Attend staff meetings (sometimes out of hours) and training as required by the supervisor.
16. Participate in performance management, appraisals, peer mentoring, supervision and quality assuring as required.

Support for the Curriculum and Reporting:

17. Work as part of a team with the supervisor and other practitioners to ensure that every child's individual needs are met in line with EYFS guidelines.
18. Implement any Individual Development Plans (IDP) as appropriate and feedback any development or observations noted.
19. Extend the learning opportunities for the children including support in the use of basic ICT in their learning.
20. Undertake observations of children's development and report on progress and achievements to other staff and parents / carers as appropriate.
21. Establish a good working relationship with and communicate clearly and openly with parents / carers. Work in partnership with them to promote parental involvement in the pre-school – exchanging information about children's progress and development.
22. Report to the supervisor or other senior staff immediately any issue or concerns relating to children's development of safety.

Other Responsibilities of the Role:

23. Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality, equality and data protection.
24. Contribute to the overall ethos, values and aims of the pre-school.
25. Act as a team member, openly communicating with and supporting other team members.
26. While clearly and quickly reporting any issues, be absolutely confidential with the information regarding the children, their families or other staff.
27. Accompany children on visits, trips and out of pre-school activities as required.
28. Assist in promoting equality of opportunity within the pre-schools.
29. Any other duties as may be requested from time to time by the pre-school supervisor or deputy supervisor.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.