

Job Description

Would you like to join a friendly team who provide a high standard of care to children?

St Lawrence Pre-School (North Wingfield), Ofsted rated 'Good' 2018, are looking to recruit a Level 3 qualified early year's Deputy Manager. We pride ourselves on our SEND provision and are looking for an individual to join our friendly team.

Could you support the managers to lead our Pre-School, coordinate the SEND provision and deputise in the manager's absence?

The permanent position is for 31 hours per week, working Monday to Friday (term time only) between 8am - 4.30pm. A proportion of these hours will be office based to complete paperwork and attend meetings.

Candidates need to be able to work on their own initiative, and work as part of a team in order to deliver a high standard of care to all children. As a setting we are continuously improving and value staff development and training.

St Lawrence Pre-School (North Wingfield) is a limited company with charitable status that aims to provide care and education with a Christian ethos to Pre-School children.

Main Duties – Deputy Manager

- To work with the managers to plan, manage and develop the daily provision of the Pre-School, including overall supervision of the room.
- To share with the managers successes, issues and concerns about the curriculum and other aspects of provision which have been learnt throughout the day to ensure effective and efficient running of the Pre-School.
- To be part of the team in leading the planning and delivery of the curriculum, monitoring and reviewing its effectiveness to ensure consistent provision of high quality education and care.
- To support staff practice and mentor less qualified staff and students by role-modelling good practice and demonstrating an appropriate level of support and stimulation when working with the children.
- To undertake necessary training to have a clear and thorough understanding of safeguarding protocols.
- To work with the managers to support staffs personal development through supervisions and training.

Main duties – SENDCo role

- To be responsible for the day to day operation of the settings SEN policy and for co-ordinating SEN provision across the setting.
- To implement SEN support and the graduated approach of: assess, plan, do, and review to meet the outcomes identified for the child.
- To identify and use children's interests and patterns of play to further develop children's skills and learning.
- To lead and contribute to meetings, celebrating children's successes, and identifying in conjunction with parents/carers and other professionals appropriate next steps for individual children
- To ensure parents/carers are closely involved and that their insights inform action taken by the Pre-School i.e.
 - Involve parents in the discussion of any early concerns and all stages of the graduated response.

- ensure parents receive the information, advice and support they need
- To meet the requirements for record-keeping in a way that supports a participative decision-making process.
- To liaise with professionals and agencies beyond the Pre-School.

Overall main duties

1. To attend and contribute to all staff meetings and necessary training courses as required; taking appropriate action on decisions made and sharing new ideas/practice with the team.
2. To ensure children are kept safe and that you understand when to raise concerns regarding children, parents/families or the safety of equipment.
3. To keep confidential any information regarding the children, their families, or other staff which is learned as part of the job.
4. To give medication to children when needed, adhering to Pre-School Policy (after medical training if necessary)
5. To help set up the play rooms for the daily programme and to help tidy away at the end of the day (if in working hours).
6. To understand and adhere to the legal requirements of the EYFS, all Pre-School policies and Health and Safety Standards.
7. To contribute to other activities that are required as part of the running of the Pre-School.
8. To undertake any other duties as required by the managers commensurate with the nature and grade of post.

Person Specification

Essential Criteria

Level 3 qualification in early years

Experience of providing one to one support for children who have been identified as needing additional support

Sound knowledge of child development/curriculum aspects

Excellent interpersonal and communication skills

Ability to work on own initiative and ability to cope under pressure

Friendly, Flexible approach

Good organisational skills

Proactive approach when dealing with children

Willingness to work as part of a team

Willingness to learn

Willingness to attend training courses and staff meetings

Desirable Criteria

Level 3 SENCo qualification

Experience of using diagnostic tools to assess children's development

Ability to write assessments, reports and funding applications

An understanding of play based approaches to children's learning and development

Previous experience of SENCo role

First Aid certified

