



Job Description – Deputy Manager

Job Title:	Early Years Deputy
Reports to:	Early Years Manager/ Wye Under Fives Committee
Location:	Wye Under Fives, The Small Village Hall, Bridge Street, Wye, TN25 5EA
Pay scale:	Dependent on qualifications
Contract type	Permanent

Main Purpose of the job:

- to ensure the safeguarding and wellbeing of all children at all times, including being the setting's deputy DSL.
- to step up in the manager's absence, taking responsibility for the setting including working with the committee and Finance Office to ensure the continuity of all management tasks (in person and online, such as headcount procedures).
- to lead and role model high quality practice within the setting; monitoring and supporting the EY team in the provision of high-quality teaching and learning opportunities with effective observation, assessment and planning, knowledge building of children's development and use of in the moment planning to extend play and learning opportunities.
- to be active in providing stimulating and well-planned experiences in line with the EYFS and the setting's curriculum, with particular focus on the characteristics of effective learning, ensuring that every child in our setting receives high quality care, are kept safe and receive stimulating play experiences which meet their individual needs and interests.
- to act as a key person for an allocated group of children - ensuring care and planning of experiences meet their individual needs, interests and next steps of development
- to build strong relationships with parents ensuring they feel valued and are supported in developing learning at home
- to keep abreast of all local and national changes that affect early years.



Key Responsibilities:

- to provide continuity of care to the setting in the absence of the manager ensuring all tasks are completed that ensure the setting remains safe, legal and financially viable, in conjunction with the committee and Finance Officer
- to role model and monitor high quality practices that will ensure the smooth day to day organisation and operation of the setting
- to lead staff in planning for the differing needs of children and enable their individual potential to be realised
- using observations and information from parents to plan across all areas of learning for the differing needs of children in your key group and to enable their individual potential to be realised
- to keep accurate assessment records of your key children's levels of development in line with the settings procedures
- work with the settings SENCO to support children causing concern and lead on the planning and monitoring of your key children's targeted plans.
- be vigilant in maintaining health and safety practices within the setting and report any concerns to the setting manager.
- to build and maintain effective communication and positive relationships with other staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
- to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow safeguarding procedures as detailed in the settings policy and as directed by the local safeguarding team
- to receive regular supervision meetings and annual appraisals with the setting manager. Be active and committed in agreeing setting and personal targets and aspirations
- contribute to the supervision and appraisal of all staff and updates of management systems by regularly liaising with the manager
- to be active in identifying your own CPD needs and be committed to attending both in house, external training and cascading information to the wider team
- to work within the company's policies and procedures



- to follow the principles of Education for Sustainable Development (ESD) working towards and promoting a setting that is socially inclusive, environmentally responsible and economically conscientious regarding consumption of energy and resources
- to work in accordance with the company's Equality and Diversity policy.

Additional Information:

- it is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and that tasks which are not specifically covered in their job description have to be undertaken.
- DBS: This post is subject to a criminal record check by the Disclosure and Barring Service. The level required is enhanced.
- Probationary period: All post within Wye Under Fives are subject to a six month probationary period.
- This post is exempt from the Rehabilitation of Offenders Act (1974). Staff must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date prepared: 12th January 2023



Person Specification – Deputy Manager

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
<ul style="list-style-type: none"> ▪ Experience in working in a group care setting. 	<ul style="list-style-type: none"> ▪ Room leader / Deputy experience in a group care setting.
<ul style="list-style-type: none"> • Experience of working and building strong relationships with parents/ carers. 	
QUALIFICATIONS AND TRAINING	
<ul style="list-style-type: none"> ▪ An early years qualification equivalent to a Level 3 	<ul style="list-style-type: none"> ▪ Recent appropriate safeguarding training.
<ul style="list-style-type: none"> ▪ Willingness to extend own learning with 	<ul style="list-style-type: none"> ▪ A current paediatric First Aid qualification
	<ul style="list-style-type: none"> ▪ Training in leadership and management
	<ul style="list-style-type: none"> ▪ Foundation degree or full degree in an early years subject.
KNOWLEDGE	
<ul style="list-style-type: none"> ▪ A sound knowledge of child development for children from birth to five years 	<ul style="list-style-type: none"> ▪ A knowledge of research related to childcare and education
<ul style="list-style-type: none"> ▪ An understanding of and leading the implementation of the Early Years Foundation Stage (EYFS) curriculum. 	
<ul style="list-style-type: none"> ▪ Knowledge of child protection and safeguarding procedures 	
<ul style="list-style-type: none"> ▪ An understanding of a play based approach to children's learning and development 	
<ul style="list-style-type: none"> ▪ Knowledge of particular health and safety issues relevant to this age group 	



JOB RELATED SKILLS AND ABILITIES	
▪ Good communication skills, oral and written	▪ Effective leadership skills
▪ Effective team working skills	
▪ Ability to maintain confidentiality	
▪ Suitable person to work with children.	
▪ Ability to lead and deliver fully inclusive practice	
OTHER REQUIREMENTS	
▪ An understanding and commitment to equal opportunities	▪ An understanding of Health and Safety in the workplace
▪ A willingness to undertake further relevant training including some evenings and weekends	

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