



Job Description

- Job Title:** Deputy Nursery Leader/SENCO and DSL Deputy
- Location:** Chiddingstone Nursery School CIO, Chiddingstone Castle, Hill Hoath Road, Chiddingstone, Edenbridge, Kent, TN8 7AD
- Reporting to:** Nursery Leader and Business & Finance Manager
- Job Responsibilities:** To support the Nursery Leader in providing a safe, high quality education and care of nursery children. To support the implementation of legal and statutory requirements, to take responsibility for running of the nursery if the Nursery Leader is absent. To support the implementation of nursery policies and work as a key person and as part of the nursery team to enhance children's education and social development with a special attention to fostering positive behaviour and emotional wellbeing.

The Early Years SENCO needs to ensure children are supported accordingly. The SENCO will need to provide key documentation/reports. The SENCO is responsible for ensuring all practitioners in the nursery understand their responsibilities to children with SEN and be able to advice on the graduated approach to provide SEND support. The SENCO needs to have a good understanding of the best practice guidance and implement this into the team.

Duties & Responsibilities

1. Working closely with the Nursery Leader and providing cover for this role as required which includes, but is not limited to, effective deployment of the staff team, issues relating to children and complaints/disputes with staff to ensure that high standards are maintained.
2. In the absence of the Nursery Leader, to be the DSL staff member to monitor safeguarding issues, following local authority procedures, working with other professionals to identify and monitor child abuse and maintain relationships with external agencies and professionals as required ensuring the needs of the children are met.
3. To assist the Nursery Leader to plan high quality, age appropriate, fun and stimulating activities both indoors and outdoors supporting a child led curriculum to ensure that each child is working towards the early learning goals. To monitor the effectiveness of the nursery curriculum and its delivery ensuring staff effectively implement Early Years Foundation Stage (EYFS) in daily practice.
4. Leading by example and ensuring staff are caring for the daily needs of the children placed in the setting to enhance their physical, intellectual, social and emotional development.

5. To report and record pupils attainment, progress and results of assessments. To monitor the effectiveness of assessment procedures which can be shared with parents and other professionals and agencies being aware of confidence.
6. To assist and check records are properly maintained, e.g. daily attendance register, accidents and incidents book and medication administration. To ensure the nursery complies with the EYFS Framework, ensuring good practice as set out in the EYFS Practice Guidance and compliance with all relevant statutory regulations.
7. To develop and maintain strong parents/carers partnerships, ensuring regular communication and interaction.
8. To take part in the drawing up and implementation of all nursery policies and procedures relating to safeguarding, Health and Safety and Confidentiality. Reporting all concerns to the Nursery Leader to ensure children's wellbeing.
9. To support the Nursery Leader to implement and maintain the nursery Equality policy ensuring the practice is positive and non-discriminatory and that children, parents and the staff team are valued.
10. Continually develop own practice to ensure continuous professional development as an effective practitioner.
11. To attend meetings and training, as required. To support the Nursery Leader with the development of the nursery and to help identify the individual development and training needs of staff members.
12. To support the Nursery Leader to ensure the nursery remains up to date with legislation, guidelines and best practice, ensuring that high standards of childcare are provided.
13. To have the overview of safeguarding issues and ensure knowledge of safeguarding guidelines and procedures are kept up to date.
14. To carry out any other reasonable duties as directed by the Nursery Leader, Business & Finance Manager and Management Trustees in accordance with the nursery improvement plan, Ofsted guidance and statutory regulations.
15. To keep completely confidential any information regarding children, their families or other staff members learned as part of their job.
16. To adhere to the Staff Code of Conduct and nursery policies and procedures and be an ambassador for the nursery both within the setting and in the wider community.
17. To act as a key person to a small group of children, liaising with parent/carers to ensure that the individual child's needs are recognised and met. Be responsible for their key children's digital profiles, making sure that they are kept up to date, regular observations are undertaken, and next steps planned. To provide constructive, objective and accurate feedback, reports for parents and other professionals on children's achievements, progress and nursery statutory related matters.

18. Ensuring parents are closely involved throughout and that their insights inform action taken by the nursery. Involve parents in discussion of early concerns and making sure parents receive the information, advice and support that they need in order to participate in the SEN decision making process. Set high expectations which inspire, motivate and challenge children.
19. Adapt teaching to respond to the strengths and needs of all pupils.
20. Due to the nature of this job, candidates will be subject to UK eligibility checks together with Enhance Disclosure and Barring Service (DBS) checks.

IN ADDITION TO THE ABOVE SENCO DUTIES & RESPONSIBILITIES

21. To be aware of any children in the nursery with special needs (including special educational needs and disabilities) and to be proactive in ensuring appropriate action is taken to promote the welfare and development of those children within the nursery.
22. Regularly review policies and procedures with the Nursery Leader and Business & Finance Manager and update as required. As the Nursery SENCO, in particular review annually and update the Supporting Children with Learning Difficulties and Disabilities/SEN Policy.
23. Work with nursery team to ensure they understand their responsibilities to children with SEN and the nursery's approach to identifying and meeting SEN. Advising and supporting colleagues to work effectively within the plan Do Review SEN support in Early Years cycle.
24. Ensure nursery team maintain a positive, happy and safe environment on a day to day basis.
25. Ensuring parents are closely involved throughout and that their insights inform action taken by the nursery. Involve parents in discussion of early concerns and making sure parents receive the information, advice and support that they need in order to participate in the SEN decision making process. Set high expectations which inspire, motivate and challenge children.
26. Liaising with professionals or agencies beyond the nursery, understanding the local offer, link with local authority to liaise over individual children on wider strategic issues such as securing sufficient expertise and experience on SEN and disability.
27. Demonstrate consistently the positive attitudes, values and behaviour which are expected. Leading by example and ensuring staff are caring for the daily needs of the children placed in the setting to enhance their physical, intellectual, social and emotional development.
28. Adapt teaching to respond to the strengths and needs of all pupils.

Person Specification

Essential Criteria

- Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare development.
- Good standard of education with numeracy and literacy skills at GCSE level 4.
- Previous experience in an early years and childcare setting.
- Excellent communication skills with a focus on reflective practice, engaging in a process of continuous adaptation and learning.

- Passion for making learning fun and engaging for each child.
- Strong knowledge and understanding of safeguarding, Child Protection and the wider legislative requirements for working with children.
- Excellent knowledge and understanding of child development and the EYFS.
- Ability to build trust and strong working relationships with both colleagues and parents.
- Ability to use a variety of techniques to clearly and successfully communicate with both children and adults.
- Child Workforce Enhanced DBS
- Proven ability to work as part of a small team (team player)

Desirable Criteria

- Senior experience in a nursery
- Previous experience working with SEND children.
- Possess or be willing to obtain Paediatric First Aid Certificate.
- Possess or be willing to obtain Safeguarding training.
- Possess or be willing to obtain Prevent training.
- Possess or be willing to obtain Food Hygiene Level 2.
- Can relate well to children, adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Ability to use basic technology (computer, tablet, digital camera etc).
- Basic technology skills (e.g. tablets, emails, computer, telephone etc).

Scope for Impact

Support staff in nursery to make a strong contribution to pupil's learning and achievements. Deputy Nursery Leader provides important support to the leader by contributing to children's learning achievements. They also act as role model and contribute to the learning of students, trainees and others to ensure that new people enter the profession adequately trained.

The post holder needs to be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure children's well being.

The post holder would also take responsibility for creating a stimulating environment by setting up displays and activity corners to enhance the children's social and educational development.

The post holder would be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

The post holder as SENCO will support the Nursery Leader to motivate and inspire the nursery team to provide quality interactions and experiences with a particular focus on inclusion.

The post holder will have excellent communication skills required to support families when needed and ability to support staff when caring for children with additional needs

Job Context

Deputy Nursery Leader will be expected to work effectively with individual children and/small groups under the direction and supervision of Leader.

They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. The deputy Nursery Leader would also be expected to work as part as a team and contribute to plans to ensure the nursery meets its aims.

The post holder is expected to work with individual children and/or in small groups under the direction and supervision of the leader. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. Post holder is expected to work as part of the nursery team and contribute to plans to ensure the nursery meets their stated aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to leader.

The post holder must have good communication skills to be able to inform, inspire and motivate children and provide feedback to other professionals and parents as required.

Organisation (Not Line Management responsibilities)

Management Committee

Nursery Leader

Business & Finance Manager

Deputy Nursery Leader

IT Manager

Nursery Assistant (Qualified and unqualified)