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| **Job Description** |
| **Post Title:** | Nursery Deputy Manager/SENCO |
| **Responsible to:** | Nursery Manager |
| **Responsible for:** | None |
| **Main Purpose:** |
| * To work as a key person and as part of the pre-school 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 Nursery Supervisor has the responsibility of ensuring that the Nursery runs smoothly and that all staff are directed in an organised and consistent way.
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| 1. To promote the pre-school to current parents and potential customers.
2. To undertake any other reasonable duties as directed by the Pre-school 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.** |

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**Head Teacher signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **River Mill Primary School** **PERSON SPECIFICATION** |
| Job Title: Nursery Deputy 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 EFYS curriculum
* Willingness to attend meetings and training appropriate to the role
* Experience of working with children with additional needs
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| **QUALIFICATIONS/TRAINING (Essential Requirements)*** NVQ Level 2 or 3 in childcare and education or equivalent
* 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
* Safe guarding children and child protection training
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| **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 pre-school 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.
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