



JOB DESCRIPTION

Job title: Deputy Manager

Responsible to: Senior Managers

Responsible for: The room staff team

Purpose of job: To provide safe, high-quality education and care for all children attending Towers Tiny Tots. Including early years children, and children age 4 to 11 attending after school club or the holiday club provision. To fulfil legal and statutory requirements. To assist the managers to lead and manage staff on a day-to-day basis. To contribute to and to implement early years policies.

Safeguarding requirement: Towers Tiny Tots is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

1. When the manager is absent to be responsible for the whole setting and providing high-quality education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
2. To work with the manager to have an appropriate action plan in place which enables the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
1. To manage, and when required, lead the daily program of activities and events.
2. When required, to act as a key person to a small group of children, liaising closely and building an effective relationship with parents and carers and ensuring each child's needs are recognised and met.
3. To work in partnership with parents and carers and other family members.
4. To assist with implementing performance management systems, e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
5. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary, and undertaking risk assessments as part of this process.

6. To support the Manager to ensure that staff are appropriately supported to carry out their role effectively. To work with the team to develop their roles and the setting with regard to the self-improvement processes, organising training if required and working with staff direct to put together action plans, impart knowledge and best practice, and monitoring outcomes of any changes.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To act as a safeguarding lead; to ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
9. To attend, lead and actively participate in meetings within opening hours and also out of hours of the setting as required. These meetings include team meetings, parents' evenings, supervision meetings and appraisal meetings.
10. To attend any conferences, training events or meetings, as identified by the trustees and to keep up-to-date with current good practice. To take responsibility for continued professional development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job, including complying with the requirements of the General Data Protection Regulations.
12. To adhere to the settings policies and procedures. Including assisting the managers with reviewing and developing the policies and procedures.
13. To ensure that adequate records are kept and updated regularly. Including recording and contributing to the resolution of any complaints and highlighting these to the managers if required.
14. When required to act as a key holder with responsibility of opening the setting in the morning and locking up the setting at the end of the day.
15. To promote the setting to current parents and potential customers by maintaining a professional approach when dealing with staff, current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Committee or Managers, in accordance with the settings business plan and objectives.

Additional information:

- It is in the nature of the settings that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way and when the occasion arises that tasks which are not specifically covered in their job description must be undertaken.

- DBS; this post is subject to an enhanced criminal record check by the Disclosure and Barring Service.
- Probationary period: All posts within Towers Tiny Tots 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 had 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.

Person specification:

Essential criteria

1. Proven experience of working in an Early Years care and education setting or at least two years' other suitable experience.
2. Level 2 early years education and childcare qualification or equivalent, with a commitment to obtaining a level 3 childcare qualification.
3. Ability to help the setting achieve and maintain at least a good Ofsted rating
4. Sound understanding of child development, and of children's needs.
5. An ability to understand and implement a pre-school curriculum, considering the SEN Code of Practice, child protection procedures and equal opportunities considerations.
6. A commitment to learning about the current legislation relevant to the early years.
7. Ability to comply with the requirement placed on the setting by the EYFS.
8. Ability to work with parents and families and to encourage their involvement.
9. The ability to manage time and workload effectively.
10. Good communication skills.
11. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
12. Demonstrate a commitment to continuously promote a culture of wellbeing and safeguarding.
13. A commitment to equal opportunities.
14. Willingness to learn the data protection and information management practices and their application within the setting.
15. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Level 3 early years education and childcare qualification or equivalent and a commitment to continuous professional development.
2. Current First Aid at Work qualification
3. Previous experience of supervising and leading a team.
4. Previous experience of training staff.