

Job description: Pre-school Manager

Kingswood Preschool Group, Kingswood & Broomfield Village Hall, Gravelly Bottom Road, Kingswood, Maidstone, Kent ME17 3PX

Job title: Pre-school Deputy Manager

Responsible to: Manager

Responsible for: Pre-school staff and children

Purpose of the job: To provide safe, high quality education and care for pre-school children. To fulfil legal and statutory requirements. To assist the Manager in leading and managing staff on a day-to-day basis. To contribute to and help to implement pre-school policies. To assist the manger with ensuring that all statutory, legal and setting obligations are followed and met.

Main duties

- 1. To take lead responsibility for drawing up long-term, medium-term and sessional curriculum plans which take in to account the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance, and to monitor the effectiveness of the setting's curriculum. This may include working with other external professionals.*
- 2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children attending the setting.*
- 3. To help staff to set up and pack away before and after each session*
- 4. To lead weekly curriculum planning meetings and support all staff to deliver it effectively next steps in children's learning through small group, adult and child initiated activities.*
- 5. To be responsible for a key group of children*
- 6. To support the manager to oversee that all staff are responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.*
- 7. To support the manager to maintain the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs as required.*

8. *To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.*
9. *To ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.*
10. *To be the preschool's SENCO taking this lead in liaising with outside agencies, attending LIFT meetings, forums, implementing strategies and writing up personalized plans as required for individual children.*
11. *To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.*
12. *To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.*
13. *To support the manager to liaise with the management committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.*
14. *To implement any recommendations made following regulatory inspections.*
15. *To contribute to and to implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.*
16. *To attend any conferences, training events or meetings, as identified by the manager and to keep up-to-date with current good practice.*
17. *To support the manager to ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioral and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.*
18. *To undertake any other reasonable duties as directed by the Manager or Chair of the management committee, in accordance with the setting's business plan/objectives.*

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.