

# BERKELEY PRIMARY SCHOOL



## JOB DESCRIPTION

### **Purpose of Job**

The Deputy Pre-School Leader will be expected to provide high quality, flexible childcare for families from the local communities.

The Deputy Pre-School Leader will, in the absence of the Pre-School Leader, oversee the operation of the Pre-school to the highest standards, ensuring that the best possible environment and care are provided for young children.

### **Main Responsibilities**

- To create a welcoming and family friendly environment.
- To be a member of the EYFS team and to contribute to the strategic planning, monitoring, evaluation and development of the pre-school.
- To be responsible at all times for high standards of care and education of children between 2 years 9 months to five years in accordance with statutory requirements.
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- To assist in keeping a register and up to date records of all children using the Pre-school provision and to give regular feedback to parents about their child's development and progress.

### **Supervision of People**

The post holder will be responsible for management and supervision of the following staff

- Level 2/3 Workers
- Unqualified / Level 1/2 Workers

### **Creativity and Innovation**

- The Deputy Pre-school Leader will have a key role in planning and monitoring of the setting and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- The Deputy Pre-school Leader must work to the setting's policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality and other key policies.
- The Deputy Pre-school Leader will need to understand and implement For Under Fives policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.

## **Contacts and Relationships**

- Working relationships will include the following:

### **Internal**

- The schools Senior leadership team
- EYFS Leader
- Employees of the school
- All staff employed for the Pre-school provision
- Children

### **External**

- Parents and families
- Staff from a wide range of other agencies and settings including the Social Care, Primary Care Trust, NHS Trust, and a range of voluntary /private sector organisations

The Deputy Pre-school Leader will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Deputy Pre-school Leader must be approachable, friendly and able to communicate effectively at all times.

At all times the Deputy Pre-school Leader will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).

## **Decisions**

### **Discretion**

- The Deputy Pre-school Leader will work closely with the school senior leadership team and other members of the EYFS team. The role requires the confidence to make occasional day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.

### **Consequences**

- Decisions made by the Deputy Pre-school Leader will directly impact on the day to day quality, availability and flexibility of Day Care for children and families.
- The Deputy Pre-school Leader will be expected to interpret policies and procedures thoughtfully, consistently and tactfully.

### **Resources**

- The Deputy Pre-school Leader will have some day to day responsibility for the planning of supervision in the Pre-school and for the use of other resources. Also for ensuring that the setting provision is clean, safe and welcoming for families and staff.

## **Work Environment**

### **a) Work Demands**

The Deputy Pre-school Leader will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Pre-school Leader will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff.

The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and physical care of young children .

### **b) Working Conditions**

The Deputy Pre-school Leader is setting based, but will be expected to attend meetings & training in other places as decided by the senior leadership team.

## **Knowledge and Skills**

- Knowledge, understanding and practical experience of Day Care for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to Pre-school for young children and the inspections process for approval of Pre-school settings
- Knowledge and ability to implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Some experience of the supervision of staff
- Ability and commitment to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to communicate effectively with staff at all levels
- Commitment to equal opportunities for all children and families

### **A) Other Duties**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

### **B) Equal Opportunities**

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy

### **C) Health and Safety**

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.

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