

JOB DESCRIPTION – Nursery Deputy Manager

Kingsway Primary School
Valley Gardens
Gloucester
GL2 2AR

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Job Title:	Nursery Deputy Manager
Accountable to:	Deputy Headteacher and line management to Nursery Manager
Principle Roles:	Manage the Key Nursery under the direction of Nursery Manager and Deputise in their absence

1. Key Purpose of the role:

The Deputy Nursery Manager is expected to work in collaboration with the Nursery Manager to oversee the provision of high quality, flexible childcare for families from the local community with children ranging from 2 to 4 years old. They will work in close liaison with the school's leadership to ensure that exceptional provision is provided for children within the nursery age range working within the expectations of the current EYFS framework.

2. Context:

The KEY nursery is a governor-led setting which offers provision for 2-4 year olds within the grounds of Kingsway Primary School. It offers 12 places per session for 2 year olds and 24 places per session for 3 and 4 year olds. Sessions run from 8:45-11:45 and 12:30- 3:30 with parents having the option of paying for an additional lunch session where food is provided by parents. The vast majority of children go on to attend Kingsway Primary School meaning that school staff are heavily invested in supporting all aspects of the nursery provision. The pre-school frequently use the school facilities including the school field and hall.

3. Roles and Responsibilities:

Operational management of the nursery

- Support the Nursery Manager with the day to day running of the nursery ensuring that provision is meeting the legal requirements of the EYFS framework and is running safely with a high quality of care
- Line manage a team of early years practitioners in collaboration with the Nursery Manager (EYPs)
- Support day-to-day communication with parents, staff and other agencies
- To be one of two designated safeguarding leads for the setting working alongside school staff.
- Maintain and grow the strong reputation of the nursery within the local area

Strategic Direction

- Ensure a commitment, throughout the Nursery, to the ethos and expectation of Kingsway Primary School and that both settings are working towards shared values

- Alongside the nursery manager, develop and implement policies for the EYFS in line with the organisation's commitment to exceptional provision
- Work with the Nursery Manager on the writing and implementation of the EYFS action plan.
- Work with Nursery Manager to suggest developments and adaptations to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities

Quality of Educational Provision

- Working alongside the Nursery Manager to review and develop the KPS EYFS curriculum.
- Oversee the implementation of the KPS EYFS curriculum across the setting as required by the Deputy Headteacher.
- Work with the Nursery Manager on providing and supporting ongoing CPD for staff in line with school development priorities.
- **Oversee the delivery of the two-year old check**
- Ensure that assessments are carried out using the agreed systems of the setting including transition records.
- Ensure swift identification of children who are not meeting developmental milestones and liaise with the school SENDCo, key workers and other agencies to secure the best possible provision
- Along with nursery staff, work in partnership with parents to work towards the best outcomes for children.

Day to day role requirements:

- To work as an Early Years Practitioner within either the pre-school room or two-year old provision fulfilling all the duties of this role
- Working with the staff team, setting up and maintaining high quality environments which enable children to access the curriculum and develop their independence over time
- Planning and delivery of the KPS EYFS curriculum using a wide range of pedagogic approaches appropriate to the EYFS
- To work alongside families and regularly communicating with parents and carers regarding children's development
- Assess and monitor children's learning in line with the assessment policy
- Work with the Nursery Manager/SENDCo to identify children's needs early and introduce additional provision where needed; where appropriate, contribute to documentation for SEND children
- To be a key worker for a number of children within a room of the nursery
- To safeguard children according to the school's safeguarding policy
- Any other duties that can be reasonably expected of them by the nursery manager

Person specification: Nursery manager

Characteristics	Essential	Desirable
Qualifications	GCSE maths and English C or above (or equivalent) Relevant EYFS/childcare qualification at least Level 3 or equivalent	Early years teacher status or qualified teacher
Experience	At least three years' experience of working within a nursery setting	Previous experience of working at a management level

		<p>Experience of working as a SENDCo within a setting</p> <p>Experience of working as a designated safeguarding lead for a setting</p>
Knowledge and skills	<p>Comprehensive working knowledge of the current EYFS framework</p> <p>Understanding of high-quality teaching and learning strategies in the EYFS and the ability to model this for others</p> <p>Strong organisational skills</p> <p>Strong communication and interpersonal skills</p> <p>Up to date safeguarding training</p> <p>Experience of working with other agencies</p> <p>Good IT skills</p>	<p>Ability to demonstrate working knowledge of the SEND code of practice and legislation.</p> <p>Up to date multi-agency safeguarding training level 3</p>
Personal attributes	<p>A commitment to the ethos and values of the organisation</p> <p>A commitment to ongoing professional development in line with the role</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to providing exceptional provision for children leading to the best possible outcomes.</p> <p>Commitment to safeguarding, equality, diversity and inclusion.</p> <p>Ability to work as part of and lead a team.</p>	