

Christchurch Preschool

Job Description

Job title: Deputy Preschool Manager

Responsible for: Early Years Practitioners

Responsible to: Preschool Manager

To support the leadership of preschool staff in the delivery of safe, high-quality education and care for early years children. To lead and manage staff on a day-to-day basis. To contribute to and implement early years policies. To ensure that all statutory, legal and setting obligations are followed and met.

Safeguarding requirement: Christchurch Preschool is committed to safeguarding and promoting the welfare of children and their families. 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 setting.

Main duties:

1. To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum 'expected standard' Ofsted rating at the next inspection and aspires towards 'strong' provision.
4. To support performance management systems e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
5. To ensure that staff are appropriately supported to carry out their role effectively, including the SENCO.
6. To ensure the weekly planning of activities and events is shared by all staff and supported by the manager and deputy manager.
7. To be responsible for implementing our online learning journey system of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures.
8. 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.
9. 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, in the role as a designated safeguarding lead.

10. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
11. To work with the Christchurch Preschool Trustees in all aspects of the overall running of the preschool.
12. To maintain a good working relationship between the preschool and church team.
13. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement. This includes regular contributions to the Christchurch Preschool website.
14. To ensure that Christchurch Preschool 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 practised.
15. To liaise with the local authority, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
16. To implement any recommendations made following regulatory inspections.
17. To contribute to and to implement all early years policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.
18. To support the management of the preschool budget and to ensure that any systems for income collection or invoicing are followed.
19. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up- to-date with current good practice.
20. To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, parent contact information, any safeguarding issues, health and safety issues, staff attendance records, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
21. To participate in, and support, two opportunities to promote and fundraise on behalf of the Christchurch Preschool. Additional hours will be paid where this occurs.
22. To liaise with prospective parents, provide setting tours, arrange for admissions documentation, and arrange inductions for new children to the setting.
23. To regularly attend half-termly Trustee meetings. Additional hours will be paid where this occurs.
24. To undertake any other reasonable duties as directed by the 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 Trustee board. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.