Job Description – Deputy Preschool Manager

Job purpose
• To deputise for the Preschool Manager including as Deputy Designated Safeguarding Lead. • Support and lead the Preschool team to deliver high-quality education and care for children 2– 4 years. • Work closely with the Preschool Manager to support the daily running of the preschool. • To safeguard children, families, staff members and visitors at all times.

Key Responsibilities and Tasks

- To take a lead role in supporting the Preschool Manager with delivering high quality provision and care for young children and staff.
- To work closely with the Preschool Manager and Early Years Lead in delivering and planning the Early Years Foundation Stage Curriculum.
- Lead day to day teaching and provision in the absence of the Preschool Manager.
- To help set up the classroom ensuring the environment is stimulating and engaging for all children, meeting the curriculum intent and the children's needs.
- Introduce innovative activities which continually challenge all children's learning and development.
- To liaise with the Preschool Manager to ensure there is consistency and progression throughout the setting for all children.

• To work with the Preschool Manager to ensure progression for all children by means of assessment.
• To organise, inspire and motivate the Preschool team.
• To ensure the individual needs of the children in your care are recognised and met.
• To liaise and work with all parents in a professional manner.
• To ensure the confidentiality of information and data which relates to the children, families or other staff members.
• Work closely with the Preschool Manager to ensure all health and safety procedures and practices are being followed at a high standard.
• To ensure that hygiene standards are maintained at all times.
• To be familiar with all policies and procedures, and ensure they are followed by all staff at all times.
• Be committed to maintaining a safe, secure and nurturing environment both inside and out.
• To oversee tapestry accounts for each child and liaise with staff on all observations and assessments.
• Promote the ethos and values of the both Schools ensuring the best outcomes for all children.
• To be a keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
• To advise the Preschool Manager of any concerns e.g. children, parents or the safety of equipment, preserving confidentiality as necessary.
• To attend staff meetings.
• To attend in-service training courses and meetings as required.
• To undertake any other reasonable duties as directed by the Preschool Manager, in accordance with the preschool's business plan/objectives.
• Safeguarding children, families and staff at all times

The Trust recognises that the following skills are required for this post:

Relating to others:
• Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.
• Team working: the ability to work with others to achieve shared goals.

• Understanding others: the drive and ability to understand others, and why they behave like they do.

Reflecting:
• Reflect on personal and professional development.
• Use feedback from all levels of the Trust to help improve provision.
• Be aware of your own skills of self-management as regards time and prioritising workload

Leadership:
• Be able to inspire staff and pupils with the highest standards and expectations.
• To ensure the aims, priorities and policies of the Trust are adhered to.
• To always act as a positive representative of the Trust and its learners.
• Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress.
• Take on additional responsibilities, as required by the Chief Executive and the Executive Leadership Team of the Wessex Learning Trust.

Additional Duties and Information
• The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment in doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

In addition, any other comparable duties as the Headteacher may require from time to time. I have read the Job Description and I agree to carry out the above duties, as and when required.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	