



Job Title: Deputy Kindergarten Leader

Responsible To: Kindergarten Leader

Salary: £19,000 - £23,000

Hours of Work: 37 hours

Location: Dare Valley Country Park

Purpose of Job:

The deputy will assist the leader during the Kindergarten sessions to promote high quality teaching and learning provision for children and to ensure safe, stimulating play for each child. The Kindergarten Deputy Leader will support the Leader with the management of Kindergarten staff, curriculum development and for learning provision to children with additional needs attending the setting.

The role requirements detailed below are not exhaustive and may be updated to include responsibilities relating to the setting's service level agreements (SLA) in line with Foundation Phase, Estyn or Flying Start.

Accountabilities:

Pedagogical Practice

- Lead the curriculum development for the Kindergarten ensuring the highest standards of delivery of nature pedagogy and ongoing curriculum developments that are in line with International best practice.
- Ensure the provision of a safe, stimulating Early Years learning environment in which children are able to learn and play through planned activities.
- With the leader, Plan, prepare and deliver activities, which meet children's individual developmental needs in line with Foundation Phase including evaluation and assessment, with the assistance of all staff.
- Be an expert in Nature Pedagogy, have up-to-date knowledge of curriculum planning, assessment and reporting, and be able to support staff with this.
- Role model effective teaching and learning practice within the setting.
- Follow defined guidelines and procedures for child protection and safeguarding as recommended by the registering authority.
- Administer first aid as appropriate.
- Ensure that the group's equipment is set out before each session and cleared away after children have left.
- Support the Leader with the implementation of procedures for children with additional needs.
- Encourage child participation, pupil voice and consultation in curriculum planning and raise awareness of the United Nations Convention on the Rights of the Child (UNCRC).

- Work in partnership with parents ensuring that they are kept fully involved and informed about their child's activities, achievements and progress, and encourage parental involvement.

Staff Management

- Provide cover for the leader in the event of absence or training.
- Assist with the coordination and supervision of assistants, volunteers and/or students – informing the line manager of any performance shortfalls and devise clear action plans that address identified performance gaps.
- Assist Leader with providing coaching and feedback to staff members on a regular basis to enable continuous performance improvement.
- Support Leader with regular lesson observations, one-to-one staff supervisions and performance appraisals.
- Embed a culture of reflective practice through effective Supervision and Performance discussions to ensure staff regularly evaluate their practice against defined teaching and learning outcomes.
- Assist the Leader with the co-ordination of team meetings ensuring that all staff participate in the planning of daily, weekly and monthly activities and events taking into account the individual needs of the children.
- Monitor the effectiveness of teaching and learning within the setting.
- Proactively engage with parents, schools and other agencies to foster parental engagement and a collaborative learning community.
- Support the Leader Carry with the induction of any new staff including Health and Safety and Child Protection policies and procedures during their first week of employment.

Administration & Communication

- Effectively utilise ignite social media channels to promote Kindergarten provision and to recruit new families.
- Carry out day-to-day administration, registers, record keeping.
- Keep all administration up to date including information that is required to meet CSSIW regulations.
- Assist the Leader with the review and amending of all policies and procedures annually in line with CSSIW regulatory requirements.
- Maintain appropriate records, registers and reports to ensure legal and regulatory requirements are met.
- Produce regular progress and self-evaluation reports.
- Attend internal and external meetings and CPD events nationally and internationally to raise the profile of the Kindergarten and enhance teaching standards.
- Maintain records in accordance with the Data Protection Act 1998.

Legal

- Support the Leader to ensure that all aspects of service provision meet with the requirements of relevant legislation, eg The Children Act 1989, CSSIW and Estyn. Maintain the standards at all times with the support of staff and your line manager.
- support the Leader with undertaking health and safety responsibilities that fall within the Health and Safety at Work etc Act 1974.
- Ensure all activities are operated in accordance with Equal Opportunities legislation and related policies.
- Carry out and maintain risk- benefit assessments and policies.

Multi Agency Working

- Support the Leader with engaging with CSSIW, Social Services and relevant professionals as required to ensure that all legal and statutory requirements are adhered to.

Person Specification

E = Essential

D = Desirable

To possess a relevant qualification as defined by the registering authority (level 3) in early years and childcare.	E
To possess a recognised Nature Pedagogy qualification e.g. Forest School Level 3 or be willing to complete during probation period.	D
To possess a level 4/5 qualification (or working towards) in Early Years and Childcare.	D
Demonstrable experience of working with preschool aged children and delivering the Foundation Phase curriculum for a minimum of 2 years.	E
Demonstrable track record in achieving high standards of teaching and learning practice against Regulatory Authority and Inspectorate standards (eg. CSSIW, Estyn).	E
Demonstrable experience of supervising staff and volunteers.	D
Demonstrable experience of planning teaching and learning interventions appropriate to children's needs.	E
Ability to proactively engage with stakeholders (children, parents, staff, schools, Regulatory Bodies) to continually enhance service provision.	E
Ability to maintain systems and records for the effective administration and financial management of the provision.	D
Demonstrate a commitment to equal opportunities.	E
Demonstrable experience of tailoring teaching and learning interventions to children with additional needs.	E
Current first aid certificate.	D
Current basic food hygiene certificate.	D
Current child protection certificate.	E
Experience of implementing risk/benefit assessments and policies.	D
Ability to incorporate basic Welsh into the children's learning.	D

The Human Resources Director approved this job description.

Signed: Christine Lewis **Date:** 10 April, 2016