# Job Description

**Deputy Nursery Manager**

**Role Profile**  Operational G

**Service/Team** Early Years and Family Hubs

**Reports to** Nursery Manager

**Responsible for**

**Number of posts** 1

**Post number**

**Career Grade**

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by providing a high quality, enabling environment and learning and development opportunities in order to achieve the best outcomes for children.

**Job Overview**

* To undertake all leadership and management duties in the absence of the nursery manager and contribute to the overall running of the nursery ensuring a safe, high quality, inclusive learning environment for children.
* To be the named Special Educational Needs Co-ordinator (SENCO) for the setting ensuring adherence to the SEND code of practice and ensure high quality inclusive practice is embedded throughout the nursery.

## Key Responsibilities

* To provide a safe, caring, stimulating educational environment, both indoors and outdoors, always ensuring the nursery meets statutory Ofsted requirements.
* To take the lead for all nursery activity in the absence of the Manager including staff management.
* To act as a good role model in building supportive, positive, and trusting relationships within the Nursery, with staff, parents/carers, children, and other professionals.
* To be curious and creative in approach to curriculum development, encouraging and listen to new ideas from the team and recommend and implement more effective ways of working that will enhance the standard of learning, development, and care for the children within the Nursery.
* To champion inclusive practice throughout the nursery and celebrate equality and diversity with children, staff, parents/carers, and partners.
* To undertake all activity required to be an effective SENCO and lead on the co-ordination of all SEND related systems and processes. Providing advice, support and coaching to staff to ensure that a Graduated Response is applied consistently, and children’s additional needs are identified and acted upon at the earliest opportunity.
* To Implement SEND strategies in a timely manner liaising with appropriate professionals and parents/carers ensuring that all have input into plans to improve children’s outcomes.
* Develop strong partnerships with parents/carers, communicating openly and dealing diplomatically with any challenging or contentious issues or concerns raised.
* To work with the manager to actively track children’s development and progress, use this data and information to highlight trends in specific cohorts and make informed decisions for improvement.
* To contribute to the development of policies and procedures and ensure that all staff understand and adhere to these to provide a consistent high-quality service and manage risk appropriately.
* To work directly with children, acting as a Keyperson when required, and covering staff absence when needed using this opportunity to role model high quality teaching and learning strategies.
* To attend staff meetings and training sessions outside of normal working hours, as required make a positive contribution and celebrate the success of the team.
* Ensure records are properly maintained and confidentiality is adhered to by the team.
* Contribute to relevant project work, being proactive, reflective, and positive with regards to change for the benefit of children and families.
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## Specific Qualifications and Experience

* Minimum 3 A levels or equivalent experience
* Minimum NVQ level 4 qualification (or equivalent) in Early years/Childcare
* Current level 3 safeguarding training

## Personal Qualities & Attributes

* Excellent communication and interpersonal skills.
* Calm approach, able to challenge, deal with conflict and resolve problems independently.
* A professional role model aware of professional boundaries.
* Able to deal with sensitive confidential information.
* Ability to advise, coach, mentor and motivate others sharing open and honest feedback in a constructive manner.
* Able to build effective, supportive, and positive working partnerships with colleagues and other agencies.
* Ability to analyse and problem solve independently.
* Develop breadth or depth of knowledge through exposure to different activities and by learning from or shadowing more experienced colleagues.

## Job Requirements

* Enhanced and Barring DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* Must be willing to work occasional evening and Saturdays.
* Flexible approach to working hours to cover service needs.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.