

Linaker Primary School & Children's Centre

JOB DESCRIPTION

Post: Deputy Childcare Manager – Children's Centre

Grade: SCP 22 : 26

Section:

Responsible to: Children's Centre Manager

Responsible for: Childcare Provision

JOB PURPOSE

- To work with the Children's Centre Manager and wider management team to ensure the implementation of the core offer requirement of high quality, flexible and affordable childcare within the Children's Centre to meet the needs of the families of that community.
- To work as part of a management team providing and supervising high quality, integrated early education and childcare, out of school provision and crèche within the Children's Centre.
- To work with the Children's Centre Manager to ensure the success and improvement of the childcare provision through the line management, guidance and support of staff, trainees and volunteers.
- To work closely with the Children's Centre Manager and management team to ensure the delivery of integrated education and care and the implementation of the Early Years Foundation Stage within the childcare provision.
- To ensure the childcare practice is based on the delivery of the Every Child Matters Outcomes for Children and meets the requirements of Ofsted outlined in the Early Years Foundation Stage.
- To promote equality of opportunity and inclusive policies and practices in all aspects of the work of the childcare provision and the Children's Centre.

MAIN DUTIES

1. Management Responsibilities

- To manage and organise the childcare provision on behalf of the Management team.
- To be part of the childcare management team overseeing and organising the day to day organisation of the childcare provision on behalf of the Children's Centre Manager and Management team.
- To represent the Children's Centre Manager as appropriate as a member of the wider multi-agency group within the Children's Centre, participating as appropriate in working groups or similar arrangements.

- To develop an effective communication strategy within the childcare provision and the wider Children's Centre and School community.
- To organise the deployment of the staff delivering the childcare to ensure a high quality service is maintained and the Ofsted requirements of staffing ratios are met.
- To plan and implement high quality integrated education and care closely with the Qualified Teacher and other colleagues.
- To participate in the management, support and supervision of qualified, trainee and volunteer staff providing childcare services within the Centre, including recruitment, induction, appraisal, training and development, individual supervision and discipline.
- To support and participate in an effective key worker system throughout the provision supported by clear line management procedures including supervision and appraisal systems.
- To work with the Children's Centre Manager, Finance Officer and administrative team in ensuring the effective day to day management and administration of the childcare services including budget management, fee collection, record keeping, report writing, monitoring, data base maintenance etc.
- Together with the management team support, monitor and review the ongoing implementation of all policies and procedures as outlined in the Operational Plan.
- To work with the Children's Centre Manager in developing, implementing and monitoring appropriate quality assurance processes to ensure the delivery of a high quality service.
- To ensure that equality of opportunity and inclusive policies and practices are integral to all aspects of the work of the childcare provision and the Children's Centre.

2. Support for Children and Families

- To provide an inclusive, stimulating and secure care and learning environment for young children that aims to help children to develop to their full potential.
- To develop strategies that promote the positive and effective relationships between the parents/carers and the childcare practitioners.
- To develop strategies to identify individual children's needs and to plan effectively to support those needs.
- To establish an inclusive environment that welcomes and accommodates the diversity of cultures within local communities and supports the individual needs of children and their families.
- To work with the Children's Centre Manager and Management team and in ensuring measures are in place to monitor and support all staff, trainees and volunteers to demonstrate inclusive and non-discriminatory practice in their work with children and families
- To work ensuring measures are in place to support children with special and/or additional needs by having a co-ordinator who liaises closely with specialists agencies.

3. Support for Staff

- To involve staff in the planning of the care and development programmes to meet the needs of the individual children and to support the effective delivery of the key worker system.
- To work closely with the Children's Centre Manager and management team in developing a professional development plan for the staff.
- To work closely with the management team to ensure there is appropriate support and professional development available to enable staff to meet the specific or additional needs of individual children.
- To work with and provide cover within the childcare where required.

4. Provision and Promotion of High Quality Play and Learning

Opportunities

- To support the development of an inclusive high quality, caring and stimulating environment which promotes the children's development and learning.
- To ensure the delivery of a creative and innovative range of play and learning experiences, making full use of indoor and outdoor opportunities.
- To establish an environment where children are encouraged to explore and investigate and to direct their own play activities and learning experiences as much as is practical.
- To implement specialist activities or learning opportunities and/or the appropriate deployment and use of specialist aid/resources/equipment.

5. Support for the Children's Centre / School

- Comply with the School and Children's Centre policies and procedures relating to Safeguarding Children, Health and Safety, security, confidentiality and data protection.
- Contribute to the Children's Centre and School ethos, aims and principles and where appropriate meet the requirements of the development / improvement plans.

6. General:

- New entrants to Local Government Service will be required to satisfactorily complete a six-month probationary period.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- The school has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.
- In this post you will be working in the Children's Centre but will be directly employed by the Governors of Linaker Primary School and Children's Centre. Therefore you will be part of the integrated provision of care and education for children from 0 to 11.

**PERSON SPECIFICATION
DEPUTY CHILDCARE MANAGER – CHILDREN'S CENTRE**

Skills	Essential/ Desirable	Method of Assessment
<ul style="list-style-type: none"> • Ability to participate in a senior management team and contribute to strategic and operational planning developments within the Childcare Provision. • Experience at a senior level of working with children under the age of five years in a group care setting and providing care and learning opportunities that support and promote children's development. • Ability to build and maintain effective working relationships with children, parents/carers in order to meet individual needs of children • Ability to organise, lead and motivate a team of staff, ensuring high quality practice, effective communication and deployment of duties and responsibilities. • Experience of managing or supervising a team of staff in a childcare setting, and the ability to assess staff training and professional development needs. • Excellent communication, interpersonal and organisational skills. • Ability to develop effective working relationships with a variety of professionals and agencies to support children and families. • Ability to continually develop and extend own professional skills and working practices. • Experience of developing and implementing policies and procedures in accordance with current legislation. • Experience of managing budgets, monitoring, record keeping and report writing. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>
<p>Knowledge and Understanding</p>		
<ul style="list-style-type: none"> • Knowledge and substantial understanding of the skills and abilities required in providing high quality childcare practice within a group care setting. • Knowledge of Every Child Matters, Early Years Foundation Stage, Ofsted requirements and Playwork. 	<p>Essential</p> <p>Essential</p>	<p>I</p> <p>A/I</p>

<ul style="list-style-type: none"> • Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development. • Able to demonstrate an up to date knowledge of current developments and legislation relating to early years education and childcare. • Knowledge of new legislation regarding Safeguarding Children and understanding of child protection issues, practices and procedures. • Knowledge and ability of ways to motivate staff and ensure their commitment to providing a high quality childcare service. • Experience of working within or implementing effective key worker systems. • Experience and understanding of other childcare services including out of school and crèche provision. • Knowledge of Sure Start initiatives relating to Children's Centres. • Understanding of equal opportunities and commitment to inclusion and anti-discriminatory practice and ability to implement these within a childcare environment. 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>
<p>Qualifications and Training</p>		
<ul style="list-style-type: none"> • NVQ III or equivalent in Early Years Care and Education. • Minimum of 3 years post qualification experience working with children. Including supervisory responsibilities. • Knowledge and substantial experience in early year's education and care with evidence of additional training and continued professional development. • Willingness to participate in relevant training and development. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>I</p>