

Job Description: Deputy Manager

Reporting to: Headteacher, Ark Start

Location: Acton and West Croydon

Contract: Permanent

Working Pattern: Full-time (37.5 hours per week)

Salary: £29,543 to £34,074 (depending on experience)

About the role:

This role offers an exciting opportunity to make a meaningful difference in the lives of children, shaping their early experiences and laying the foundation for their future success.

In this role you will provide the highest standards of physical, emotional, social, and intellectual care for all children in your care, you'll ensure all children are safeguarded and their welfare and safety are promoted, and you'll work to provide an enabling environment in which all children can play, learn and develop. Your responsibilities will include:

- **Ensuring Exceptional Care:** You will be entrusted with maintaining a high standard of physical, emotional, social, and intellectual care for all children under your supervision. This involves understanding and responding to each child's unique needs with sensitivity and professionalism
- **Promoting Safety and Welfare:** Your primary duty will be to safeguard the welfare and safety of every child, implementing procedures and protocols to always ensure their protection. You will remain vigilant and proactive in identifying and addressing any potential risks or concerns
- **Facilitating Learning and Development:** Creating an enriching environment conducive to learning and development is paramount. You will be tasked with providing stimulating activities and opportunities that promote growth across various developmental domains, fostering curiosity, creativity, and a love for learning
- **Exhibiting Leadership and Dedication:** Your role demands a blend of skill, creativity, commitment, energy, and enthusiasm. Leading by example, you will inspire and motivate your team to deliver the highest quality of care and education. Your dedication to excellence will be reflected in every aspect of your room practice

Key Responsibilities:

Nursery improvement

- Daily implementation of nursery improvement targets
- Participating in the evaluation of implementation, and the impact of this
- Supporting the Nursery Manager to evaluate the Nursery under the Ofsted headings (audit)
- Leading on a named area of nursery improvement

Designated Safeguarding Lead (DSL)

- DDSL trained
- Deputising as DSL when most senior staff off site
- Communicating with DSL/Nursery Manager when managing cause for concerns, or active cases
- Liaising with external agencies (MASH, SPOC, Social care) when appropriate
- Completing and updating through chronologies of concerns and meetings through CPOMS

Management Information System (MIS)

- Daily responsibility to ensure that parent arrival handover is recorded if needed (including but not limited to sessions, allergies, medication, name/time of collection)
- Ensure daily staff compliance in completing MIS before diary is sent (including but not limited to first aid, recording naps, recording food, recording medication)
- Ensure daily dismissal handover to parents includes the following if needed: signing first aid incidents, signing daily medication if suitable, amount of food eaten if less than 'some', any peer-on-peer incident
- Follow up with required stakeholders around use of MIS: Nursery Manager, senior team

Environment

- Lead daily 'look and feel' ethos across the setting: spaces clean and tidy, resources well organised, provocations set up in line with planning
- Regular learning walks, with a focus on 'awe and wonder' within the learning environment indoors and outdoors
- Identify areas of the environment that are used less frequently/purposefully by children and enhance these to increase engagement
- Contribute to and regularly update risk assessment of space along with the manager

Planning

- Ensure that planning is completed and shared with all staff the Thursday prior
- Model to staff how to set up engaging open-ended provision to support the development of the characteristics of effective teaching and learning
- Ensure that each room is sufficiently resourced to implement the curriculum

Assessment

- Support staff understanding of developmental milestone statements in the moment
- Deputise completing additional assessment measures; GL assessment, CSBQ
- Support regular internal moderation sessions with staff
- Participate and support staff to engage in regular external moderations across settings e.g. other nurseries, primary schools

Compliance

- Deputising to have oversight over all daily compliance
- Leading on daily risk mitigation where needed
- Communicate daily compliance concerns to Nursery Manager/senior team

Oversight of playrooms

- Daily management of the room leaders
- Deputising leading the daily running of the setting where required
- Communicate with the Nursery Manager about training needs
- Managing daily ratio of staff and children

Senior staff on site

- Deputising as senior staff on site as needed for shift work (AM or PM)
- Deputising as senior staff on site during school holidays (as needed)
- Deputising managing difficult conversations with staff and parents when most senior staff on site

Professional Development

- Support the nursery manager to identify coaching targets for staff
- Coach staff to support implementation of training
- Lead on staff training/planning meetings for named area of Nursery improvement

Other duties include:

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff and visitors
- Ensure that opening and closing checklists are completed daily
- Report any procedural issues around compliance to the Nursery Manager
- Keep MIS updated
- Leading setting visits for children joining their room
- Completing walk arounds for prospective parents
- Meet with parents alongside play partner if needed to support difficult conversations
- Ensure welcoming and open culture with parents
- Be aware of services and support for families and signpost where appropriate
- Amending planning daily in line with child's interests, teachable moments and needs of the children
- Communicating with Nursery Manager about any resources needed to implement curriculum
- Model participation in planning meetings
- Lead implementation of planning in the room across the week
- Plan out environmental enhancements with room team and lead on creation of these in line with project planning
- Lead 'look and feel' in room, giving feedback to staff if they are not aligned with vision
- Model all policies being followed in room
- Ensure staff are following policies and procedures and escalating any issues or concerns
- Managing the daily running of the room through morning briefings, notice boards and in the moment communication
- Organise lunches and breaks for staff
- Implement routines for daily running e.g. snack, lunch, nappies and toileting
- Feedback any daily running issues to the Nursery Manager
- Support staff in room to write initial concerns
- Alongside the SENDCo, write IEPs
- Support staff to implement IEP targets
- Escalate where additional support is required
- Support staff to implement the 'Ark Start way'
- Model professionalism and escalate any concerns

Person Specification: Deputy Manager

Qualifications

- Qualified at level 3 or above; Level 6 desirable

Knowledge & Skills

- An exceptional early years teacher
- Experience and knowledge of early child development
- Sound knowledge of the legislation and guidelines of the EYFS and an excellent understanding of pedagogy, curriculum, and assessment
- Effective and systematic behaviour management
- Be or demonstrate the potential to become an outstanding leader

Personal Qualities

- Genuine passion for and a belief in the potential of every child
- Commitment to the vision and ambition of Ark Start
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Skilled communicator who enjoys working with families
- Generous manager who can bring out the best in colleagues through coaching and support
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).