

MOORLAND NURSERY SCHOOL & TC CLUB JOB PACK - DEPUTY LEADER

Background Information

Moorland Nursery School is a privately owned educational nursery school based in Stockton Brook in the Staffordshire Moorlands.

Our History

The Nursery School was established in Bagnall in April 1982, running from the village hall and offering part time nursery education to children aged 3 to 5 years. As one of the first private nurseries of our kind we quickly achieved a reputation for excellence within our local community.

In January 1997 we acquired our own premises in Stockton Brook. Trinity Court, formerly a Victorian Methodist Chapel, had stood derelict for many years. Its renovation provided Moorland Nursery School with an attractive setting and a comprehensive range of indoor and outdoor facilities.

Trinity Court's main hall retains of the character of the original Victorian Chapel. The restoration was planned carefully to use many of the building's original materials; pews, pitch pine and stained glass windows decorate the room. Trinity Court's class rooms occupy the chapel's former school building. These were in a state of serious disrepair and required a great deal of attention. They now provide light, spacious teaching rooms that form an ideal setting for the children.

We were sensitive to the local community while reviving the fondly regarded building; local craftsmen were employed throughout the project. We were delighted when Trinity Court was proposed for and won a local award for Enhancement of the Environment.

The Nursery School

Moorland Nursery School forms part of Staffordshire's Early Years Development and Childcare Partnership and is a DfES registered provider of nursery education. The nursery school is registered with Ofsted and was last inspected in November 2011.

Delivering excellence is our main aim and, as a pioneer in our field we have always aimed to keep a step ahead of others in the field. We pride ourselves on the standard of service that we provide, often introducing innovative services.

TC Tigers & TC Club

Although Nursery Education forms the core of our business our interests do not stop there. In addition we take pride in fostering the development of 2 year old children in our TC Tigers unit. We also accommodate children up to the age of 11 in TC Club, our Out of School Club.

TC Club emphasises fun & care for children and convenience & peace of mind for their parents. Accounting for one third of our annual turnover the club has become a very important aspect of our organisation.

Early years education and childcare is a fast changing and exciting field, generating much political and social interest. It is not without its challenges but with a dynamic and forward thinking approach we plan to pioneer the field well into the future.

Overview of the Role

Attitude Required

We have received much recognition for our professional standards since we opened in 1982. Children's welfare, education & social development are all of prime importance with special attention being paid to fostering positive behaviour and secure emotional attachments.

We have a firm belief that, as Childcare Professionals, we must present as strong role models for the children in our care. We must also be regarded as caring, trustworthy, reliable and responsible by the parents who entrust their children to our care.

All members of staff are expected to maintain a code of discipline with an equal amount of attention being paid to Care and Early Years Education. Every member of our team must present smartly and in a professional manner. Language should be appropriate at all times and slang or swear words must never be used. Dress should be smart with an emphasis on safety (no heels or shoes that could hurt children's hands). In the interest of children's health and general safety, Trinity Court and our vehicles are no-smoking areas.

Hours of Employment

It is expected the Deputy Leader position will be for between 30 and 37 hours per week. Overtime may be available by mutual agreement. Hours worked will be between 07:45 and 18:00 Monday to Friday and will be flexible, depending upon the requirement of the establishment. Commitment to occasional out-of-hours engagements will also be expected and these will be remunerated at the normal rate for the post. Our establishment is open 52 weeks of the year and, as such, operates during school holidays as well as during school term times.

Term of Employment

Following successful completion of a probationary period the position is expected to permanent.

Remuneration

The initial remuneration for the position will be between £7.85 and £8.15 per hour depending upon the skills of the successful candidate. Remuneration will be reviewed in April 2015.

Holidays

28 days paid holiday are allowed per annum. Four weeks discretionary leave may be taken in addition to Bank & Public Holidays which are paid (but not worked). Holidays may only be taken with the agreement of the Head Teacher or Proprietor. The Deputy Leader is a senior role; to avoid disruption to the establishment discretionary leave should normally overlap with the Head Teacher.

Accountability

The position is managerially accountable to the Head Teacher and Proprietor.

Responsibility for Junior Staff

The post holder will be responsible for supervising and supporting the following junior staff:

- Early Years Practitioners
- Childcare Assistants (Qualified and Unqualified)
- Ancillary staff (where appointed)
- Students

Summary of the Role

The Deputy Leader is primarily a child contact role. Although some elements of the job will require administrative input (such as planning & assessment of the curriculum, helping devise staffing rotas, etc.) the position is not office based. You will help lead a small team of childcare staff by example, ensuring the needs of children and parents are met to the highest possible standards.

About the job you will do -

Operational Leadership

The Deputy Leader will work with the Head Teacher to supervise the day-to-day smooth running of the setting. You will work closely with both the Head Teacher and the Proprietor to facilitate the delivery of high quality provision. You will

- Ensure relevant policies and procedures are followed so all children of the establishment are kept safe from harm.
- Assist the Head Teacher in deploying staff effectively on a daily basis to maintain the correct staff ratios.
- Help ensure the effective implementation of key person procedures.
- Work with the Head Teacher to influence curriculum planning in line with the EYFS. Help ensure a full, balanced and stimulating curriculum is delivered to all children.
- Support members of the staff team in delivering early education and childcare to a consistently high standard.
- Help the Head Teacher to implement and manage an effective process of assessment, recording and reporting of children's progress. Assist the Head Teacher to complete children's developmental records and use the information gathered to inform, plan and improve practice.
- Attend parents' evenings and engage in other activities that promote strong partnership.
- Help ensure the induction process for new children is effective and balances the needs of children and their parents.
- Promote positive behaviour, helping to lead the setting's behaviour management procedures by strong example.
- Possess a good knowledge of relevant regulatory standards and ensure the requirements of relevant regulatory bodies are met. Take an important role during regulatory inspections and assist with the implementation of any recommendations that arise.
- Take an influential role in the successful running of our Out of School Club and Holiday Club, helping to organise staff and resources and ensure high quality of provision. You will be involved with the safe transport of children between Trinity Court and primary schools and may be required to drive Trinity Court's vehicles.

Team Leadership and Staff Development

As the one of the setting's senior professionals you will help ensure junior staff demonstrate the same positive values, attitudes and behaviour expected from our children. You will assist the Head Teacher to support a team of qualified and unqualified practitioners and

- Help ensure all practitioners establish and maintain respectful and constructive relationships with children.

- Assist the Head Teacher in providing operational leadership for the childcare staff. You will help organise daily running and lead junior staff by positive example.
- Be involved with the recruitment, induction, training, team-building and retention of staff.
- Help identify training needs and support staff in accessing training opportunities as required.
- Support, supervise and mentor junior staff members, developing and maintaining a team that is inclusive and enables good practice.
- Participate with staff development activities including appraisals, supervision and training sessions.

Success & Sustainability of the Business

While mainly a child/family contact role, the Deputy Leader will be an essential member of the management team. As such you will influence the strategic planning, monitoring, evaluation and development of the establishment. In order to help ensure the ongoing sustainability of the business you will

- Contribute ideas that help develop, shape and improve the service offered.
- Possess an awareness of the need for the nursery to be financially sustainable and understand that occupancy levels need to be maximised to ensure success.
- Help to create a welcoming environment for all stakeholders.
- Promote the nursery to current parents and potential customers, leading visits with prospective parents with a view to maximising new registrations.
- Organise and attend events that publicise the nursery including fundraising events and open weekends.
- Develop an understanding of the billing system such that simple enquiries may be addressed (or signposted) confidently and effectively.

Safe Premises & Healthy Environment

The Deputy Leader will have an important role in maintaining a safe, healthy environment for all who use the establishment. You will need to

- Help establish and maintain a safe, stimulating environment that promotes health and physical well-being.
- Ensure high standards of cleanliness are maintained throughout the establishment. As a senior member of the team you will be prepared to lead by example and have some involvement with housekeeping tasks. Tasks involve: vacuuming, dusting, mopping of floors, cleaning of toilets, etc.
- Take a leading role in ensuring all members of the establishment operate the highest standard of hygiene and cleanliness.
- Assess risks continuously, managing risks to self, children, parents and colleagues. Ensure any remedial action is taken immediately or report to the Head Teacher or Proprietor.
- Assist in maintaining the nursery buildings, resources and equipment to a high standard and report maintenance or cleaning issues appropriately and promptly.

- Share responsibility for security of the premises, acting as a “Key Holder” and responding to events out of hours if necessary.
- Ensure the nutritional needs of the children are met and Food Safety Regulations are followed.

Administrative Involvement

While administrative input will be limited the Deputy Leader will need to develop an understanding of how the establishment is administered. Tasks will include

- Help maintain accurate and effective children’s records. Becoming involved with the filing systems necessary for the safe storage and easy access of records.
- Handle telephone calls where necessary.
- Handle administrative enquiries effectively or signpost appropriately.
- Work with the Head Teacher or Proprietor to form, develop and implement policies and procedures that are consistent with legislation, regulations and local requirements.
- Work with the Head Teacher or Proprietor to help ensure appropriate staffing levels are maintained and help ensure conditions of registration are met. Assist with producing staffing rotas to ensure appropriate numbers of staff are present.
- Develop a basic understanding of the IT systems that support the running of the establishment.

About you -

Personality (Dispositions and Attitudes)

The Deputy Leader must be able to build positive working relationships at every level. The Deputy Leader must be

- Enthusiastic, innovative and energetic. You will be tolerant and approachable with a caring personality.
- A role model practitioner able to inspire, motivate and lead a small team.
- An agent of change seeking to improve outcomes for all stakeholders of the setting.
- Reflective about your own role, ensuring ongoing self improvement.
- Committed to continuing professional development, attending training events out of hours where necessary.
- Aware of developments in Childcare and Education Policy & Practice.
- Able to instil confidence in parents and command equal measures of respect and affection from children in your care.
- Able to develop positive working relationships with staff and external agencies
- Able to plan and prioritise workload, working on own initiative and to deadlines where necessary.

Communication Skills

The Deputy Leader must be able to communicate effectively at all levels. You will

- Possess strong skills of written and verbal communication.
- Communicate confidently with parents, addressing their comments or concerns calmly and constructively.
- Communicate actively with parents, giving regular feedback about their children's development and progress.
- Develop and maintain positive links within the local community with a view to promoting the establishment at all times.
- Develop and maintain strong professional working relationships with colleagues.
- Foster strong partnership with families, approaching communication with people from all backgrounds in a positive, non-judgmental way.

The attitudes, duties and responsibilities described above are not exhaustive. The post holder may be required to undertake any other reasonable duties deemed necessary for the safe and smooth running of the establishment. Any such duties should not substantially change the general character of the post.

Person Profile – Deputy Leader

Feature Sought	Essential	Desirable
Physical Make Up	<p>Good Physical Health - dealing with young children.</p> <p>Able to physically manage children (e.g. to change nappies or evacuate the premises in the event of fire)</p> <p>Smart appearance</p>	
Attainments	<p>Ofsted approved Childcare qualification at Level 4 of above.</p> <p>2 years of practical, post qualification experience.</p>	<p>Experience working in two or more settings</p> <p>5 years of practical, post qualification experience.</p>
Intelligence	<p>Alert & quick thinking.</p> <p>An agent of change.</p> <p>Motivated to develop and maintain high quality provision and practice.</p> <p>Aware of the external environment and its potential hazards.</p>	
Aptitudes	<p>Excellent communication skills with adults and children.</p> <p>Strong command of the English Language - written and spoken.</p> <p>Skills organising adults and children, commanding respect and leading by example.</p>	<p>Experience supporting small staff teams including supervision, training and professional development.</p> <p>A good working knowledge of relevant Health & Safety and Food & Hygiene requirements</p>
Interests		<p>Evidence of teamwork / good nature in external hobbies & interests.</p>
Disposition	<p>Calm, good natured and tolerant with children.</p> <p>Enthusiastic & confident with children, parents & colleagues.</p> <p>Forward thinking and team-spirited.</p> <p>Innovative, energetic and able to motivate others.</p> <p>Able to deal calmly and professionally with challenging situations.</p> <p>Non-judgmental and able to fit the culture of the organisation.</p>	<p>Friendly with a good sense of humour.</p>
Any special Circumstances	<p>Able to work between 07:45 and 18:00, Monday - Friday.</p> <p>Practical and willing to engage in a “hands-on” way.</p> <p>Prepared to work out of hours for staff meetings, CPD, etc.</p> <p>Flexible attitude to work. Reliable and a good timekeeper.</p>	<p>A competent vehicle driver, ideally with category D1 entitlement or willingness to achieve PCV licence.</p>