


Job Description

	Job Title	Deputy Manager
	School	Hillview Nursery School
	Location	Hillview Children's Centre 2 Grange Road, South harrow
	Grade	G6
	Reports to	Carly Orbell / Lisa Orbell
	Staffing Responsibility	YES
	Restricted	No

Job Purpose:

1.1	To contribute to the safeguarding of children, families, and staff at Hillview Nursery School.
1.2	To oversee, as member of the senior management team, the smooth running of the setting and to be responsible for the setting in the absence of the headteacher
1.3	To work alongside the teacher in leading and developing the practice of staff working in the EYFS.
1.4	To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individual or groups of children, or on a short-term basis for whole classes.
1.5	To monitor, assess, record and report on progress, development and achievements of children.
1.6	To support and develop an identified area of interest within the school, and/or mentor Nursery staff to ensure workload is allocated and carried out.
1.7	To contribute, as a member of the senior management team to the overall ethos, work and aims of the school.

Principal Accountabilities And Responsibilities:

1.1	Lead the staff in fulfilling their roles and contribute to managing the smooth running of the setting.
1.2	Establish, develop and maintain professional relationships with the staff team.
1.3	Undertake detailed assessments of the needs of children, and use detailed knowledge and skills to support their learning.
1.4	Deliver learning activities and teaching programmes for individuals and groups of children within an agreed system of supervision, including local and national learning strategies such as early years.
1.5	Plan challenging teaching and learning objectives to evaluate progress and development of children, and adjust lesson/work plans as appropriate.

1.6	Adjust learning activities and teaching programmes to take account of the needs and responses of the children.
1.7	Monitor, record, evaluate and evidence the progress, achievements and responses of the children in respect of all learning activities, through a range of assessment and monitoring strategies, against pre-determined learning objectives.
1.8	Provide objective, accurate and detailed feedback to the teacher on the children's progress, achievements, and other matters ensuring the availability of appropriate evidence.
1.9	Recognise high-quality EYFS practice and model this for others consistently.
1.10	Support the role of parents/carers in children's learning, and contribute to and/or lead meetings with parents/carers to provide constructive feedback on the progress, development and achievements of children.
1.11	Establish good relationships with children, acting as a role model, being aware of and responding appropriately to their individual needs, and encouraging children to interact and engage in activities with others
1.12	Promote independence and employ strategies to enable the inclusion and acceptance of all children, encourage self-esteem, and recognise and reward self-reliance.
1.13	Ensure children have appropriate and sensitive care in washing, toileting, eating and dressing, and provide appropriate personal care for sick and injured children in accordance with school policies and procedures.
1.14	Organise and manage the learning environment and resources, taking account of children's interests, language and cultural background.
1.15	Create and develop strong parent/carers partnerships maintaining professional boundaries at all times.
1.16	Participate in training and development activities and programmes, and attend and participate in meetings, as required.
1.17	Comply with policies and procedures, and report all concerns to an appropriate person, in respect of: <ul style="list-style-type: none"> • child protection, • health, safety and security, • confidentiality, and • data protection
1.18	Work as part of the leadership team covering as needed the nursery in the absence of the headteacher/teacher
1.19	Lead other adults and work collaboratively as part of a team
1.20	Support and guide one to one support workers, including: <ul style="list-style-type: none"> • Induction & Mentoring • Work Allocation and mentoring • Training & Development • Liaison with managers & teaching staff
1.21	Undertake these duties within agreed departmental school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

MAIN DUTIES / ACCOUNTABILITIES

A	Duties/Accountabilities
1.	To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting and enabling equality of opportunity, promoting the diverse needs and aspirations of Harrow's community, ensuring equality and diversity is mainstreamed in all service/directorate activities
2.	To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
3.	To promote and participate in the council's investors in people (IIP) and individual performance appraisal and development (IPAD) initiatives and information management best practice.
4.	To ensure compliance with the council's information security policies and maintain confidentiality.
B	Service Specific Duties/ Accountabilities
5.	To lead and monitor the staff team in fulfilling their roles and duties
6.	To Monitor, record, evaluate and evidence the progress and achievements of children.
7.	To observe, plan and track individuals and identified target groups learning and development.
8.	To take on a champion area to lead on and take forward within the setting, for example SENCO, safeguarding etc.
9.	To work flexibly as part of a multi-disciplinary team including participating in supervision sessions, staff training days and staff meetings.
10.	To work positively and sensitively as a flexible member of the staff team across a range of services, which may include evenings and weekends.
11.	To support children 2 -5 years, with their individual needs, including personal care and to modify activities to enable all children to access the curriculum, encouraging independent skills, record keeping is part of this process.
12.	To work within all Harrow Council's and individual policies and procedures pertaining to the Hillview Nursery School.
13	To safeguard all children by following Harrow child protection guidelines and be able to write coherent, concise reports for professional meetings that may be used in legal proceedings.
14.	To liaise with other professionals in providing specialised programmes of care to meet the individual needs of the child, including children with disabilities and record children's achievements, supporting students on placement to do the same.