



Brighter
Futures for
Children

brighterfuturesforchildren.org

Deputy Nursery Manager and SENCO

Job Description & Person Specification

Contents

Job Information.....	3
Job Purpose.....	3
Designation of Post within Company Structure.....	3
1. Your role.....	3
2. Relationships – who you will work with	5
3. What your performance will be measured against	6
4. Your level of autonomy.....	6
5. Personal Attributes	6
6. Scope of Job (Budgetary/Resource Control/Impact)	6
Special/Other Requirements/Responsibilities of this Post.....	6
Person Specification.....	7
Qualifications & Education	7
Essential:	7
Experience.....	7
Essential:	7
Desirable:	7
Skills, Abilities & Competencies	Error! Bookmark not defined.
Essential	Error! Bookmark not defined.
Desirable:	Error! Bookmark not defined.
Additional Working Requirements	7
Essential:	7

Job Information

Post Title	<ul style="list-style-type: none">Deputy Nursery Manager and SENCO
Reports to:	<ul style="list-style-type: none">Nursery Manager
Grade and Salary:	<ul style="list-style-type: none">RG5
Location	<ul style="list-style-type: none">BFFC Nurseries
Conditions:	<ul style="list-style-type: none">37 hours per week52 weeks per year

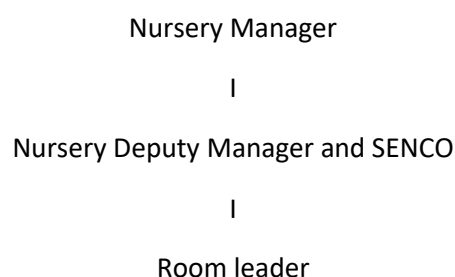
Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

- To work closely with the nursery manager to provide outstanding childcare in accordance to Ofsted requirements, relevant legislation, policies and procedures.
- To take responsibility for the safety, security and well-being of all children and staff in the nursery when the manager is not on site.
- To have an excellent understanding of the SEND code of practice and develop policies and practices to ensure that all children in the nursery are reaching their potential.

Designation of Post within Company Structure



1. Your role

OPERATIONAL

- To carry out designated safeguarding officer responsibilities
- To have a robust understanding of managing allegations within the setting and to communicate with the LADO, manager, service manager where necessary



- To support staff to develop their understanding of the signs of abuse and how to safeguard children
- To ensure that all staff have completed mandatory training and that this is documented accurately on the staff register
- To ensure that you are identifying opportunities for staff to enhance their knowledge of early years and that they are attending training
- To organise termly in-house training and development sessions for staff
- To use itrent system to manage staff absences, leave and recruitment
- To ensure that all new staff have undergone a thorough induction and probation period
- To be responsible for providing regular supervision and appraisals to staff who you line manage
- To understand and implement the BfC performance/sickness capability and disciplinary procedure when necessary
- To support the development, care and wellbeing of children who are presenting with a delay or who have a recognised delay in partnership with parents, key persons and relevant professionals
- To identify when children may benefit with support from other professionals, additional strategies are necessary and when an EHCP plan may be likely
- To carry out regular observations of children with SEND to support your understanding of their interests and development.
- To develop relationships with families and professionals which benefit children's care and learning.
- To understand the setting's pedagogy and implement our cycle of learning.
- To follow the guidelines of the EYFS and implement it effectively ensuring all staff adhere to best practice.
- To organise a regular stock order of materials and consumables.
- To lead on the implementation of menus, liaise with external providers and ensure all dietary requirements and needs are met.

PERSONNEL

- To ensure ratios are met at all times
- To take an active role in the recruitment, training, motivation and development of staff within the room, taking account the policies and procedures of Sure Start Whitley and all statutory requirements to ensure that staff fulfil the provisions of their job descriptions.
- To participate in the organisation of and attend regular staff meetings and appropriate training sessions, which ensure staff, are kept up-to-date with the latest thinking in relation to early years provision and OFSTED requirements.
- To ensure all trainees within the room receive appropriate induction, mentoring and training in accordance with their individual training needs.

HEALTH AND SAFETY

- To ensure that the highest standards of safety, security, hygiene and cleanliness are maintained across the provision.
- To lead on the development and review of risk assessments and complete regular quality checks.



- To follow up on concerns/issues in relation to health and safety.
- To monitor the accidents, medicine and health care plans and ensure accurate completion, referring to third parties where appropriate.
- To ensure that all security and safety systems are always fully operational and used properly by all staff.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements

GENERAL

- To contribute, develop and adhere to setting policy and procedures.
- To prepare reports on request.
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances.
- While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.
- This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing, they are appropriate to the scale within which you are being paid.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Staff • Line Manager • Children • Parent
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Agency • Parent • Early help professionals • Area SENCo • Nursery Managers • Social workers • Teachers • Educational psychologist • Sensory consortium • Portage • Speech and language therapist • Health visitors

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.

4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

5. Personal Attributes

- Confident
- Approachable
- Friendly
- Uses initiative
- Organised
- Achieves deadlines

6. Scope of Job (Budgetary/Resource Control/Impact)

- No direct budgetary requirements within this role.
- Monitoring resources will be part of the role.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE or list
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	YES
Please specify responsibility for implementing the company's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised	List if appropriate

and that actions are taken and monitored to mitigate risks identified

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above

List or N/A

Person Specification

Qualifications & Education

Essential:

- Level 3 Early Years Qualification

Desirable:

- Leadership and SENCo training/qualifications

Experience

Essential:

- At least 2 years post qualified experience working with children

Desirable:

- Experience in a leadership role
- Experience as a SENCO

Additional Working Requirements

Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- With the manager to share responsibility for opening and closing the nursery.
- To work occasional evenings and weekends.