



Job title: Deputy Head of School (Early Years Teacher)

Purpose of the post:

- To work under the direction of the Head and deputise for him/her as required.
- To support the aims and objectives of the hybrid approach of our nursery and assist the Head in the organisation of a high-quality environment for children from two to five years old.
- To provide high standards of early education – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- To lead in terms of health and safety practices.
- To support the team in order to provide an inclusive environment in which all individual children can play, learn and develop.
- To direct and support staff as agreed by the Head of School.

Responsible to

- Head of School

Main duties

- To promote the aims and objectives of the nursery in empowering children to become confident learners.
- To help design and deliver an exciting and stimulating curriculum for the children according to their needs and interests.
- To promote the high standards of the nursery at all times to parents, staff and visitors.

- To ensure the provision of high standards of physical and emotional care.
- To work with the leader of learning and to ensure excellent teaching practices.
- To assist the Head in setting and implementing objectives and policies.
- To assist with the planning and organisation of staffing schedules and rotas to ensure adequate staffing levels are maintained in accordance with the Early Year Foundation Stage document and nursery procedures.
- To assist with the implementation of administrative procedures involved with reviewing of documentation, inputting information in IT systems etc.
- To assist with the development and implementation of systems and policies to monitor health and safety and compliance with regulations.
- To ensure high standards of hygiene and cleanliness are maintained at all times
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, backgrounds or medical history; Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate
- To ensure confidentiality of all information received and shared.
- To assist the Head in the supervision of the training of students in placement within the nursery.
- To liaise with parents/carers and staff to help ensure that the individual needs of children are met and that parental choice is considered in terms of care given.
- Assist the Head with the efficient upkeep of the building and grounds and maintenance, stock of equipment, furnishings and fittings.
- Maintaining staff awareness of the fire evacuation procedures in accordance with the code of practice.
- To be involved in out of working hours activities, e.g. training, planning meetings, monthly staff meetings, parents evenings, and other events.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of School.