Early Years Deputy Manager

Responsible to Early Years Manager

Responsible for Early Years staff, students and volunteers

Grade: D

# Purpose

To lead development and implementation of a high quality curriculum, lead family support and safeguarding and support the Early Years Manager in their role.

# Main duties and responsibilities

* Manage staff to maximise their output, advance their professional development and help them gain fulfilment from their work.
* To be the designated safeguarding lead, acting on any safeguarding concerns that may arise.
* Lead and support staff in curriculum development and delivery including the evaluation of room planning and of observation of children’s development.
* Lead partnership work with parents to support children’s well-being, learning and development.
* Support staff to develop effective practice to ensure high quality provision.
* Engage staff in their own professional development by providing advice and training.
* Develop resources in the setting and oversee Early Years Pupil Premium spend.
* Support the recruitment of staff and carry out administrative duties.
* Assist students and apprentices in their learning journey.
* Contribute to inclusive provision and practice to meet the needs of children and their families.
* To represent the setting professionally with external agencies.
* Carry out other duties commensurate with the responsibilities of the post.

# Person Specification

### Essential

* To have or be working towards a further Early Years qualification, such as the Early Years Teacher/Professional Status, an Early Years Degree, Qualified Teacher Status or equivalent qualification.
* To have a minimum of 2 years’ experience in a leadership role within an early years setting.
* In-depth understanding of Early Years Foundation Stage (EYFS).
* Experience of leading safeguarding and child-protection procedures.
* Able to evaluate and improve the quality of learning and teaching for children aged birth to 5 years.
* Good knowledge of current legislation in relation to early years provision and family support.
* Experience of working in partnership with parents/carers, and statutory agencies.
* A good understanding of Special Educational Needs and disabilities in young children and experience developing inclusive service provision and practice.
* Excellent communication and team working skills and the ability to use own initiative.
* Experience of working with and supporting vulnerable families.
* Committed to achieving the highest possible standards for children.
* Strong leadership and management skills with the ability to lead, motivate and appropriately challenge staff.