



Job Description

Job title:	Deputy Head of Early Years – Nursery and Under Fives Drop In
Location:	Coram's Fields, 93 Guilford Street, London, WC1N 1DN
Salary:	£26,081
Annual Leave:	26 days p/a (plus bank holidays)
Reporting to:	Head of Early Years
Responsible for:	Line Management of Nursery and Under 5's practitioners
Hours	35 hrs per week
Contract:	Permanent

Role Summary

The Deputy Head of Early Years will provide support to the Head of Early Years in overseeing Coram's Fields Nursery and Under Fives Drop-In service. They will form part of the Nursery Senior Leadership Team and will have responsibility for supporting the growth in quality across all of Coram's Fields Under Fives services.

Main Responsibilities:

1. To assist the Head of Early Years in overseeing the work of both the Early Year's services.
2. To deputise for the Head of Early Years during periods of absence.
3. To work as part of the Nursery Senior Leadership Team, developing and implementing a range of methods that promote a culture of high performance among staff – nurturing creativity and promoting initiative and accountability.
4. To provide high quality leadership and direct line management support for Nursery Early Years Practitioners, including responsibility for overseeing the appraisal process. To ensure high quality record keeping by those that they line manage, supporting staff in their completion of individual portfolio's, assessments, and reports.
5. To work in conjunction with the senior room leaders to support the planning and implementation (in line with the EYFS curriculum) of a full range of opportunities for children that promote their personal, social, educational, and emotional development.
6. To work closely with the under 5's drop in practitioner in the development of a programme of Under Fives Drop-In services that support children from across the need's spectrum, including developing targeted work for marginalised groups.

7. With support from our Head of Early Years, ensure that our work in the Under Fives Drop In provides a coherent pathway for parents to other services, providing opportunities for initial engagement whilst also acting as a feeder into our Nursery provision.
8. To ensure that all practices are strictly aligned to OFSTED guidelines and in all cases, strive to develop best practice that surpasses this.
9. To personally and collectively, promote the safety and well-being of all children attending both the Early Years services, ensuring that safeguarding systems are strictly applied and that their effectiveness is regularly reviewed with the Head of Early Years.
10. To work across and utilise a multi-agency partnership approach to supporting the individual needs of the children in both Early Years Services. To identify concerns around safeguarding, including knowing the signs, and reporting any safeguarding concerns in the appropriate manner and in line with the Company safeguarding reporting procedure.
11. To develop excellent relationships with all parents of children accessing the Nursery, ensuring that regular communication results in effective sharing of key information, and that in turn, this is used to support the individual needs of children attending.
12. To ensure that activity planning across the Early Years services reflects the diverse cultural make-up of the families attending.
13. As part of the senior team, to lead staff meetings and in-house training sessions.
14. To plan and participate in regular parent/nursery events.
15. To Co-lead with the out of school club and the youth centre in the organisation of National children's Play Day.

Other Responsibilities

1. To attend regular supervision and appraisal meetings
2. To attend training as and when required – as per the requirements of the role
3. To undertake such general duties as may be necessary from time to time to ensure the smooth running of the Early Years services.

Person Specification

	Essential	Desirable	Evidence
Qualifications	<p>NVQ Level 3 or equivalent in Early Years and Childcare</p> <p>Minimum Level 2 Safeguarding Training</p> <p>Evidence of ongoing professional development</p>	Management training	Application form
Experience	<p>Minimum of 3 years' experience of working within an Ofsted registered childcare setting with at least one years' experience as a senior practitioner</p> <p>Experience of supervising staff in an Early Years setting</p> <p>Experience of effectively applying reflective practice to improve the quality of both your own work and of those that you supervise/manage</p> <p>Experience of conducting regular appraisals, performance management meetings and 1 to 1 supervisions.</p> <p>Experience of planning a diverse programme of activities for children in line with the EYFS curriculum</p>	<p>Experience of carrying out staff appraisals</p> <p>Experience of working with children with Special Educational Needs (SEN)</p> <p>Experience of budget management</p> <p>Experience of dealing with Safeguarding matters and attending meetings such as Team Around the Child and case conferences.</p>	Application form and interview
Skills	<p>Outstanding communications skills and a demonstrable ability to communicate with a range of key stakeholders, most importantly parents/carers</p> <p>Ability to establish, develop and maintain excellent relationships with the young people that you work with.</p>		Application form and interview

	<p>Intuitive in your ability to identify the needs of the young people and be creative in your responses to these needs</p> <p>Ability to work as part of a team and independently</p> <p>Excellent problem-solving skills</p> <p>Excellent written skills</p> <p>High level of computer literacy</p>		
<p>Knowledge and Attributes</p>	<p>Excellent knowledge of the EYFS curriculum</p> <p>Demonstrable understanding of the role of parents/carers and the wider family network in the development of the child.</p> <p>Excellent knowledge of the safeguarding issues children and families face and how to support families & report concerns and work with multi agencies.</p> <p>Excellent knowledge of the Ofsted inspection framework.</p> <p>Energy, enthusiasm, tenacity, and initiative</p> <p>A strong desire to learn and develop</p>	<p>Knowledge of policy and government initiatives relating to organisations working with children and young people</p>	<p>Application form and interview</p>