



BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Brighter Future

Birchwood Nursery School

Job Title: Deputy Preschool Leader

SALARY SCALE: H6-H7

Purpose of Role:

- To work under the guidance of the Preschool Lead, to support a team of Early Years Practitioners and LSAs in the organisation and management of the Preschool in accordance with the curriculum and policies of the school.
- Modelling high quality teaching and support other practitioners' practice within the Preschool.
- Ensuring that the activities, assessment and recording are carried out in accordance with school policies.
- Monitoring and analysing the progress and development of all children.
- To work alongside the Preschool Lead and SENDCo, taking responsibility for children who have additional needs including identifying and adopting the most effective teaching approaches.
- To support the Preschool Lead in safeguarding, and in promoting the welfare of the children.
- To be responsible for the day to day management of the Preschool in the absence of the Preschool Lead.

Responsibilities:

Main Tasks

- To be responsible for the emotional wellbeing and learning of a group of Key children.
- Participate in staff meetings and support curriculum development in the Preschool.
- Support the Preschool Lead role in planning the provision and supporting curriculum, ensuring that the views of all staff are acknowledged and respected.
- Liaison with the Preschool Lead, to plan and prepare provision in line with requirements of Early Years Foundation Stage.
- Ensure all children are being taught according to their educational needs, ensuring equal access for all children.
- To ensure the safety and wellbeing of the children at all times.
- To develop positive relationships with children, interacting appropriately at all times.
- To respect and build positive relationships with all parents/carers, communicating clearly with them. Encourage and support parent's participation in their child's learning.
- With the Preschool Lead, support the development of individual members of staff and the development of a unified cohesive team.



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- To ensure that all ratios and other statutory requirements are maintained at all times.
- To mentor and support volunteers and students as and when required.
- To work with other professionals in order to support the needs of children and their families.
- To be responsible for protecting and safeguarding all children.

Other Duties

- To attend and participate in parent consultations, staff meetings and professional development. This may require occasional evening and weekend work.
- To take part in supervision and the schools' appraisal process.
- To ensure up to date knowledge of all policies and procedures and they are implemented and adhered to.
- To contribute to the development of the school, showing commitment to our shared ethos and values.

Equalities

- Be aware of and support difference and ensure that the children and adults have equality of access to opportunities to learn and develop the school's Equality Policy is followed.

Health and Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relation to child protection, health, safety, confidentiality and data protection, and report all concerns to the Headteacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the Preschool
- To record details of all accidents and pass them onto parents/carers. Be aware of and comply with policies and procedures including those relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Physical Effort

- There is a requirement for the post holder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry children and resources.

Working Environment

- There is a need to change children's nappies, support their toilet training and to wipe up blood and other bodily fluids.



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Supervision

- The post holder will work alongside other teaching and non-teaching staff but also on their own initiative subject to the general and specific direction of the Preschool Lead.
- Review of performance with Preschool Lead.
- Observation of classroom practice by Headteacher and Senior Staff on a regular basis through regular observations, learning walk and daily overview of provision.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Signed
Postholder

Date:

Signed
Headteacher

Date: