

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Deputy Room Leader

REPORTS TO: Nursery Manager

DEPARTMENT: Families, Children and Learning

SECTION: Nursery, Early Years

PURPOSE OF JOB

To take a lead role, in the absence of the room leader, in the delivery of high quality care and education for children within the Early Years Foundation Stage framework and other government legislation, in order to ensure the education, care and welfare of children and staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To follow and work with the requirements of the Early Years Foundation Stage Framework.
2. Work with the children in the nursery alongside the nursery manager and other staff to provide a high quality programme of care and education. The post includes assisting children with day to day care; for example toileting, eating, sleeping, and ensuring that children's independence is encouraged.
3. Contribute to the setting up of a high quality programme for children in the nursery, both inside and outside, which encourage creativity development, co-ordination, independence, self expression, and learning through play.
4. Ensure the programme is stimulating and secure and in which children from a range of social, economic and cultural backgrounds are able to develop and grow
5. Mentor colleagues to complete ongoing observation, assessment and planning for all children in the nursery and share with parents to aid continual learning and continuity of care for the children.
6. Organise and participate in the key person system taking responsibility for a group of children. Monitor, assess, record and report on children's development and progress.
7. Ensure on-going cleanliness of the nursery and all equipment and resources are maintained in good condition.
8. Work in partnership with parents and carers, recognising that parents are their children's first educators.
9. Be aware of child protection and safeguarding issues and follow the nursery's and the council's child protection procedures. Ensure close monitoring of children about whom there are concerns.
10. Participate in professional development and training.

11. Work with other early years professionals, for example health visitors, pre-school SEN service, speech and language therapists, service for English as an additional language.

General Accountabilities

- Work within and actively promote the city council's equalities and equalities in employment policies for service delivery and staff management to ensure that services are accessible to hard to reach groups.
- Ensure all operations in areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.
- In particular as set out in Section 4.4 of the council's health and safety policy, and within area of responsibility:
- Maintain awareness of current health and safety legislation and ensure that all employees understand and comply with health and safety policy; and that they are informed, trained and supervised to safeguard their own and others welfare and safety
- Carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- Report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- Ensure that safe premises, equipment and working environments are maintained

Your duties will be as set out in the above job description but please note that the council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties, including working in other council nurseries, as may reasonably be required.

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PERSON SPECIFICATION

JOB TITLE: Deputy Room Leader

DEPARTMENT: Families, Children and Learning

SECTION: Early Years - Nursery

ESSENTIAL CRITERIA

Job Related Education, Qualifications & Knowledge

- Qualified to NVQ Level 3 in Early Years Care and Education or equivalent with evidence of post-qualification learning.
- Understanding of and ability to provide a warm consistent positive approach to young children.
- Understanding of the diverse needs of children and families within their own community.
- Knowledge and understanding of child protection and safeguarding procedures.
- Ability to form positive and effective working relationships with team members and other organisations
- Knowledge and understanding of legislation and guidance including Early Years Foundation Stage framework, (EYFS).
- Equalities issues and implementation and development of equalities practices.
- Strong communication skills, both written and verbal.

Experience

- Experience of working in a childcare or nursery setting.
- Providing care and education to children from a wide range of backgrounds, including those with special educational needs.

Skills/Abilities

- Ability to be flexible, work on own initiative and develop new skills through professional development
- Ability and interpersonal skills to work sensitively and effectively in partnership with parents.
- Ability to support and work with children with special needs
- Ability to organise and co-ordinate a nursery room team.
- Ability to plan, organise and resource a stimulating environment for children aged 0-4
- Good level of literacy skills

Equalities

- To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.