



## Nursery Deputy Manager Job Description

### School Vision and Mission

Our school's Christian vision is at the heart of all we do at All Saints. All members of staff promote the vision and ensure it is central to their work with children, parents and other members of staff and professionals. Equal opportunities for all, regardless of race, gender or disability, are strengthened by our vision. Our policies, including the Equal Opportunities Policy, document our ongoing commitment in detail.

*With love for ourselves, our family and our world.*

**Let all that you do, be done with love. 1 Corinthians 16:14**

The post holder will contribute to the vision and ethos of the school by;

- Have due regard to the requirements of the school vision, philosophy, aims and objectives, National Curriculum and any school policies
- Be committed to the pastoral development of pupils
- Actively welcome and encourage the participation of parents in school.
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in school events and performances
- Participate in staff training and other CPD opportunities
- Attend team and staff meetings

### Teaching & Learning

To contribute to raising the standard of teaching and learning through:

- Deputise for the Nursery Manager
- To be responsible for the completion of tasks delegated by the Nursery Manager
- Assist in establishing a safe environment, which supports learning and in which pupils feel secure and confident
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Provide a stimulating and supportive EYFS environment which is well organised and tidy
- Recognise the individual needs of the children and work with them in group or one to one activities; encouraging their stages of development.
- Assist the Nursery Manager to support the development of good practice in relation to special educational needs and inclusion.
- Work within the code of practice relating to Special Educational Needs
- Provide leadership and support to all staff to enable them to establish and maintain professional positive working relationships with both colleagues, parents and carers
- Assist the Nursery Manager to identify, address and support individual training needs and self-development such as supervisions and appraisals
- Facilitate inspections by the leadership team, regulatory bodies and implement any recommendations
- Provide advice and support to parents about their child's development.

## Other Duties & Responsibilities

You are required to carry out such duties as the Headteacher may reasonably require from time to time.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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