

# Role Profile: Deputy Nursery Manager

## Full Time (52 Weeks)

### Purpose

To support the Nursery Manager in the leadership of the Nursery, providing guidance and support to the Nursery Practitioners in best practice in a Nursery setting. This will include the assimilation of baseline assessments, planning and delivering learning sessions for the pupils together with Deputising and taking the lead in the absence of the Nursery Manager.

### Key Accountabilities

- To support the Nursery Manager to create a learning culture that supports pupils and staff to foster a love of learning creating stimulating learning environments across the nursery, both inside and outside, that enable children to make excellent progress.
- To support the Nursery Manager to lead and manage the smooth and efficient running of the educational setting. This includes but is not limited to creating a staff rota in line with regulatory ratio guidance.
- To support the Nursery Manager in maintaining high standards for achievement and ensure that all students attain their potential ensuring pupil progress in line with EYFS, DofE Development Matters standards. Work with the Nursery manager to develop short- and long-term planning that support the EYFS but also reflect the current pupils on roll and the high standards at Cumnor.
- To work with with the Nursery manager to record baseline assessments on entry and then track, assess, monitor and report pupil progress throughout the year. Using assessments as part of the planning cycle to identify student needs and set realistic and challenging next steps that are shared with parents every half term. To work with the Nursery manager to produce reports and lead parents' evenings.
- Plan, prepare, deliver and evaluate teaching and learning to pupils within one of the two nursery age ranges. Ensuring that nursery practitioners in that room are used appropriately. Demonstrate the ability to break down concepts and learning objects into small steps and deliver them as lesson and activities.
- To set high expectations for behaviour and take responsibility for managing it in the classroom, but also upholding this expectation with all children on all school sites. To continue maintain professional knowledge and remaining up to date with current EYFS pedagogy
- To maintain high professional standards of communication with parents. Acting as primary liaison for prospective and existing parents, when the nursery manager is not on site and to step in and lead the educational setting.
- To support the manager to ensure the Nursery meets regulatory compliance standards, including ratios of staffing and ISI regulatory guidance for Health and Safety. This includes leading in either DSL or First Aid coordinator.
- To participate and represent the nursery in the wider life of the school. This includes but is not limited to whole school staff meetings, carol concerts, school fairs and PTA events.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Ability to teach EYFS framework</li> <li>• Knowledge and understanding of current EYFS framework for teaching and assessment</li> <li>• Evidence of good classroom practice and excellent EYFS skills</li> <li>• Excellent verbal and written communication skills.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• NVQ level Three or above</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Highly experienced EYFS practitioner</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Demonstrate an awareness and understanding of data protection and confidentiality within the nursery setting.</li> <li>• To be compassionate and able to empathise and relate with the pupils.</li> <li>• An effective team player with ability to motivate others.</li> </ul>	

## Key Stakeholders:

Internal – Headmaster, Head of Early Years. Nursery Practitioners, School staff  
 External – Parents, SSC colleagues

Signed: ..... Name (print): .....

Date: .....