**Pre-School Deputy Manager**

**Job Description**

**Reports to: Head Teacher & Pre-School Manager**

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| **The Role** | * To work as a deputy manager in the Pre-School and to take the lead role in the absence of the manager. |
| **Organisation** | * To plan and prepare resources appropriate to the needs and knowledge of the children, which aim to deliver the Early Years Foundation Stage in such a way as to excite, engage and motivate children aged three to four years old. * Have regard to the EYFS with the view to promoting the development of children with varying abilities and aptitudes in the Pre-School. * To keep records on children's progress and attainment. Set individual targets, and complete assessments and data. * To write annual reports as well as interim reports on individual pupils, and to produce reports when required by outside agencies or when a pupil transfers to another setting. * To liaise with other members of staff (in particular the manager and SENCO) as appropriate in order to make the best provision for pupils. * To take, with other staff, collective responsibility for pupil behaviour throughout the Pre-School by: upholding the School’s Behaviour, Anti-Racist and Anti-Bullying Policies; being proactive in dealing with behavioural issues through the use of a restorative justice approach. * To discuss any child(ren) giving cause for concern with regard to their spiritual, emotional, behavioural, physical, or academic development to the Pre- School Manager in the first instance. * To maintain a purposeful, stimulating, organised learning environment. * To attend weekly planning meetings and staff meetings, staff training and INSET sessions. * To uphold the aims and ethos of the Valley Primary School and Connect Schools Academy Trust in all aspects of your daily work as set out in the associated policy and guidance documents. |
| **Pastoral and Welfare** | * To promote the general wellbeing of pupils by building positive relationships and to develop your understanding of each child as an individual. * Communicating and consulting with other members of the Pre-School team, parents, carers and external agencies where necessary. |
| **Safeguarding** | * To report any safeguarding concerns to one of the school’s Designated Safeguarding Officers. * To work within the safeguarding protocols of the school. * To keep abreast of the latest safeguarding good practice associated with a Pre-School and modern-day primary school. |
| **Professional Development** | * To take responsibility for your own professional development through identification of and attendance at appropriate training approved by the school and attending termly supervision sessions with the Pre-School manager. * To attend the Designated Lead training course with Bromley Early Years. * To participate in the annual appraisal system. * To periodically review methods of teaching and learning reflecting on current research and findings. |
| **Wider Contribution** | * To participate fully in all aspects of school life and undertake any additional duties at the request of the Head Teacher. |
| **Equalities** | * To work within the Trust’s Equal Opportunities Policy and statutory responsibilities. |