

# **JOB DESCRIPTION-THIRD IN CHARGE**

## Job Overview

To support the Senior Nursery Manager Team in providing professional leadership and management of the nursery to ensure that all under two's have access to a high quality and fun curriculum that meets their individual learning needs. To demonstrate leadership by delivering a high-quality curriculum and range of learning opportunities. To work with the management team to raise the standards of provision across the setting by leading and supporting the practitioners to further enhance their knowledge and understanding of children's learning and development.

## Aims

- Comply with all regulatory requirements
- Provide high standards of care and education
- Support all nursery staff in their roles
- Acquire and maintain positive working partnerships with staff, parents and carers
- Sustain targets for revenue and costs

## Key Responsibilities

### General:

- Adhere to all company policies and procedures
- Ensure that all company policy and procedures are adhered to by all staff
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- In liaison with the Management Team, to lead and support staff in all aspects of the EYFS delivery including the evaluation of room planning and development of practice.
- Ensure appropriate planning and assessment is in place and is accurately maintained by all staff
- To role model excellent practice and carry out peer observations and from this follow up the observations by providing the practitioners with constructive feedback.
- To observe, support, motivate and direct practitioners to implement, maintain and develop effective practice and ensure high quality provision for all Preschool by reflecting on their own skills and practices.
- To lead and support colleagues to work in partnership with parents and to value and utilise parents' contribution to support children's well-being, learning and development.
- To lead and support colleagues to monitor and record children's progress and use the information as a basis for planning and improving practice and provision both indoors and out.
- Develop and improve the quality and effectiveness of the setting for the Preschool Room
- To engage practitioners in their own professional development by providing advice, training and mentoring practitioners to improve the quality of practice.
- To be responsible for own professional development and be pro-active in attending relevant training opportunities.
- To develop resources in the setting as necessary.
- To be a key person to a group of children and lead transitions between rooms and other settings.
- To work in accordance to equal opportunities; developing an inclusive service provision and practice, to meet the needs of all children and their families.
- To lead colleagues to monitor, assess and support children that have additional needs as required.



- To encourage and maintain positive working relationships with relevant external professionals and to work in partnership with other agencies.
- To represent the setting professionally at all times, maintaining the settings integrity and being open to giving and receiving constructive feedback.
- To attend senior meetings and monthly evening staff meetings.
- Support the development of good practice in relation to special educational needs and inclusion
- Ensure the effective implementation of the company's keyperson system throughout the nursery
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures
- Proactively promote and represent the nursery to current and potential parents/customers including in the wider community
- Adhere to all health and safety policies and procedures and support the Nursery Management team in ensuring all staff receive health and safety training
- Be fully aware of all emergency and security procedures
- Support the Nursery Management Team in ensuring the nursery remains compliant in respect of correct staff deployment at all times.
- Support the Nursery Management Team with inducting, supporting, training and appraising all staff to deliver high quality childcare practice
- Support the Nursery Management Team to identify, address and support individual training needs and self-development such as supervisions and appraisals
- Support the Nursery Management Team in making sure all complaints/concerns are actively resolved in a timely manner
- Support the Nursery Management Team to facilitate inspections by regulatory bodies and implement any recommendations
- Undertake any other duties as reasonably requested by line manager
- Assume additional management responsibilities as and when required

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.

# Person Specification- Third in Charge

Essential	Desirable
<b>Qualifications/ Training</b> <ul style="list-style-type: none"> <li>Minimum full and relevant Level 3 Early Years qualification</li> <li>Paediatric First Aid</li> <li>Basic Safeguarding</li> </ul>	<b>Qualifications/ Training</b> <ul style="list-style-type: none"> <li>Food and Hygiene Level 2</li> <li>Prevent Duty</li> <li>FGM</li> <li>Designated Safeguarding Lead</li> <li>Safer Recruitment</li> <li>Emergency First Aid At Work</li> <li>Early Years Leadership and Management qualification i.e. City and Guilds Level 5 Diploma in Leadership for the Children's &amp; Young People's Workforce</li> <li>SENDCO</li> <li>Self Regulation</li> </ul>
<b>Skills/Competencies</b> <ul style="list-style-type: none"> <li>Ability to write reports and keep clear and accurate records</li> <li>Ability to write clear objective observations</li> <li>Excellent planning and organising</li> <li>Strong leadership</li> <li>Excellent communicator</li> <li>Able to motivate, manage and work productively within a team</li> <li>Ability to comprehend, impart and adhere to a strict set of policies and procedures</li> <li>Working with and supporting parents</li> <li>Effective time management</li> <li>Ability to prioritise workload</li> <li>Able to maintain confidentiality</li> </ul>	<b>Skills/Competencies</b> <ul style="list-style-type: none"> <li>Able to work confidently with SEND</li> <li>Calm in all circumstances</li> <li>Able to work on own initiative</li> <li>Evidence of ongoing personal development</li> <li>Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice</li> <li>Knowledge of digital learning platforms; i.e. FAMLY, Learning Book, Tapestry etc.</li> <li>Working with outside agencies</li> <li>Strong IT skills</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Excellent working knowledge of the Early Years Foundation Stage</li> <li>Excellent knowledge of the current Early Years Inspection Framework</li> <li>Thorough knowledge of and appreciation for child safeguarding and welfare</li> <li>Strong understanding of health and safety and practical hygiene issues</li> </ul>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of the Special Educational Needs Code of Practice and the required support systems put in place</li> </ul>
<b>Experience Required</b> <ul style="list-style-type: none"> <li>Room Leader Experience</li> </ul>	<b>Experience Required</b> <ul style="list-style-type: none"> <li>Minimum of 2 years recent experience working as a Room Leader</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Flexible</li> <li>Enthusiastic</li> <li>Respectful</li> <li>Patient</li> <li>Driven</li> <li>Calm</li> <li>Approachable</li> <li>Adaptable</li> </ul>	<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Able to have fun!</li> <li>Creative thinker</li> </ul>