

Job Profile Information: Deputy Head of Nursery and SENCO

Starting Salary: £34,033 per annum

Job Level: Level 3, Zone 2

Contract Type: 11 Month Maternity Cover

This supplementary information for Deputy Head of Nursery and SENCO is for guidance for Job Level 3, Zone 2 and must be used in conjunction with the Job Capsule for Deputy Head of Nursery and SENCO

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Introduction

The Integrated Early Years Service aims to reduce inequalities and improve outcomes for children and their parents, carers with a focus on the providing high quality early years experiences that will support children future learning and life chances.

Role Purpose:

To support the Head of Nursery in the effective management and development of the nursery and to take full management responsibility in their absence.

To undertake the duties and responsibilities of the Special Educational Needs Coordinator (SENCO).

- Work collaboratively with a range of colleagues and partners to ensure that the nursery is a vibrant, well-managed inclusive community hub that benefits local families, through prevention and early intervention and high-quality early education.
- To deputise in the Leadership and management of the nursery team to deliver the Early Years Foundation Stage (EYFS) ensuring the day to day smooth running of the nursery, ensuring the best possible environment care and education is provided.
- To undertake the role of Special Educational Needs Coordinator (SENCO) across the nursery
- Ensure best practice in safeguarding and child protection, including fulfilling the required role as the Designated Safeguarding Lead.
- Supporting the effective management of the nursery budget.

Example outcomes or objectives that this role will deliver:

a) Leadership & Management

- The nursery operates within a children's centre that acts as a community hub, with high quality services delivered in a safe and supportive environment, where families meet and support each other, and children learn and thrive
- Assist in the Management and monitoring of the nursery budget, with effective management of income and predicted expenditure.
- Demonstrate a flexible and solution-focused approach including undertaking other duties to support the effective running of services and contribute to ongoing service development and improvement, e.g. innovative practice, new initiatives, and projects.

b) Leading the nursery team

- Share in the management of the nursery team, supporting workforce development, ensuring staff receive recognition for work that meets and exceeds the required standards and are supported to share best practice
- Encourage the development of a highly reflective and effective nursery team, who maintain high expectations of each child, promote close key person relationships in partnership with the child's wider family and community, encouraging the development of positive and complimentary home learning environments.
- Ensure the equality of opportunity in the delivery of services and ensure services meet the needs of children with Special Educational Needs and disabilities, giving due regard to the SEN Code of Practice and the Disability Discrimination Act. To support other nurser staff to undertake the range of duties and responsibilities under the SEN Code of Practice.
- To work with the head of nursery with staff recruitment.

c) Quality of Practice

- Supporting the nursery curriculum and resources in line with the statutory requirements of the Early Years Foundation Stage Framework (EYFS), Development Matters and the Quality Improvement advice offered by the Principles and relating to the individual needs and stages of development of the children.
- Oversee the nursery curriculum delivering exemplary, innovative, and creative approaches to children's learning. Every child should be encouraged to reach their potential through play that is emotionally, socially, physically, and intellectually engaging and challenging. The deputy head will support the head in this process and ensure all staff are supported to develop appropriate experiences responsive to the children's individual needs. In setting priorities, the deputy head will make decisions clearly based on the children's needs, with specific responsibility for children with SEND
- There is a requirement to lift and assist in toileting and changing and in helping to transfer from seating to mobility aids. The post will help children to acquire and develop self help skills including toileting and personal hygiene. Work may also involve implementing individual movement programmes, under the direction of other professionals.

- The post holder will be required to help with first aid provision, comforting sick or injured children. In emergency situations he/she will need to liaise with the designated first-aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary. Any basic medical procedures that may need to be carried out will have training provided for.
- Ensure the planning, observation and assessment processes inform curriculum planning and that progress is reported to parents on a regular basis and shared with others as appropriate.
- Use the nursery Cohort Data to inform practice and identify strengths and areas for development and continuous improvement.
- To manage the intake of children to the nursery including through Free Entitlement places and Children in Need places, reviewing the use of places to ensure the broadest and fullest use of the nursery.
- Ensure equality of opportunity in the delivery of all services and ensure services meet the needs of all children including those with Special Educational Needs and disabilities, giving due regard to the SEN Code of Practice and the Disability Discrimination Act and fulfilling the role of SENCO.
- The SENCO role is also responsible for supporting the Senior Early Years Educators in their everyday practice for supporting SEND children in their group rooms.

d) Safeguarding

- Deliver good practice in safeguarding and child protection in line with the London Safeguarding policies and procedures, Working Together to Safeguard Children statutory framework and local protocols (e.g. working with CSSW colleagues, MASH)
- Take responsibility for the effective implementation of safeguarding and child protection procedures across the centre and nursery, including the role of Designated Officer for Child Protection, monitoring and managing the operation of inter-agency child protection plans in collaboration with other services.

People management responsibilities

- To support the Head of Nursery in the line management of staff especially the room leads and those supporting children with SEND. Share the responsibility for service delivery across a 10-hr day, utilising a shift system to ensure consistency of service. The deputy may be required to work outside of normal hours

People Management Responsibilities

- The management responsibility for all staff sits with the Head of nursery. The deputy is accountable to the Head of Nursery. However, there is an expectation that the day to day management responsibility for staff is shared across the management team. The postholder is expected to take full responsibility in the absence of the Head of nursery and providing supporting.

- The deputy is expected to line manager the rooms leads. This requires decision making and managing risk and a degree of flexibility. There are regular deadlines around admissions, finance and report writing. The post holder is the designated Special Educational Needs Coordinator (SENCo). There will be situations requiring the post holder to resolve of conflicting priorities.

Relationships

(Nature of relationships and partnerships e.g. internal, external, and level)

The postholder will link to a wide range of staff at different level across the centre, across the service and the wider organisation and with key partners.

- Working in partnership with families, actively involving families in the planning and review of work designed to improve outcomes and seeking user feedback to provide evidence of positive impact and experience of services.
- Developing and maintaining strong relationships and work in partnership with parents, including home visits as part of the child's induction, maintaining close and regular contact as appropriate for the age of the child, holding regular meetings and presenting reports.
- Joint responsibility for service delivery across a 10-hour day utilising a shift system to ensure consistency of service. The post holder may be required to work outside normal hours.

Work Environment

- A Nursery based within one of Camden's Children's Centre
- Working from other venues when required to support service delivery, attend meetings, professional development.
- Travel across the borough and beyond to fulfil the requirements, including home visits

Technical Knowledge and Experience:

(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)

Qualifications

- A minimum Level 3 in Child Care and Education,
- A good standard of education, particularly in English and Mathematics

Desirable

- Early Years degree

Leadership & Management

- To have at least 4 years' experience of working directly with young children and their parents/carers.
- To experience of working in a supervisory role or management role in the delivery of services for young children.
- Experience of working with communities to support engagement and knowledge of the barriers experienced by families
- Experience of enabling a culture of working in partnership with parents and carers responding flexibly and listening to feedback, taking a whole family approach
- Experience of working in a team of early years practitioners to deliver high quality early education
- Experience of working with colleagues and partners to plan, coordinate and deliver group based activities, successfully engaging families to improve reduce inequalities and improve outcomes
- Knowledge of the ethnic, religious, and cultural diversities in the community, to understand the effects on the provision of services and how to respond when the needs of a particular group are not being met.
- Experience of working as a SENCO
- Knowledge of change management and creating innovative ways of working, demonstrating resilience, flexibility, taking a solution-focused approach
- Knowledge of workforce development approaches, facilitating opportunities for professional development through a variety of learning experiences
- Highly developed communication, interpersonal and organisational skills, and the ability to prioritise and organise the work of others within conflicting demands.
- Knowledge of information-sharing and confidentiality, with the ability to listen and respond with tact and diplomacy in sensitive situations, managing conflict
- Proficient IT skills and the ability to use Microsoft packages (e.g. Outlook or Word) as well as information management systems

Early Education & Quality of Practice

- Knowledge of the Children Act 1989, the EYFS relevant Education Act and related legislation, and implications contained therein for service delivery.
- Knowledge of legislation, research, policy and practice for prevention, early intervention, early education.
- Ability to ensure that best practice is demonstrated throughout the nursery.
- Knowledge and understanding of planning, implementing, and evaluating an early year's curriculum.
- In-depth knowledge of the EYFS framework, child development and the Ofsted inspection framework.
- Experience and knowledge of safeguarding and child protection policy and practice and working with children and families with complex needs.

Camden Way Five Ways of Working: *To continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Integrated Early Years' Service Structure Chart

