



Sandford Playgroup Deputy Leader: Job Description

As the Deputy Leader you will work together with and alongside the Play Leader to support the day to day running of the Playgroup. You will work as part of the Playgroup team to create a happy, stimulating and safe learning environment where children can maximise their physical, intellectual, emotional and social potential through play. You will contribute to and implement the Playgroup planning, assessments and policies and ensure the children's safety at all times, whilst ensuring the legal and statutory requirements are met.

The Deputy Leader will be accountable to the Play Leader and the Committee and you will be responsible for all Playgroup staff and activities in the absence of the Play Leader.

Qualifications

You will have:

- a minimum NVQ Level 3 Childcare and Education or equivalent NNEB/BTech qualification;
- knowledge and experience of Early Years Foundation Stage (EYFS) childcare and implementing OFSTED recommendations;
- a willingness to complete relevant training and qualifications as required.

Responsibilities

Children:

- Ensure the EYFS is promoted and delivered within the Playgroup and the principles adhered to;
- Work alongside the Play Leader to draw long and medium term plans which take into account the requirements of the EYFS;
- To take a lead role in managing staff in termly assessments;
- Take on the lead role for children with special educational needs and disabilities (SENCO) and identify your own training needs to manage this role;
- Ensure that each child is working towards learning outcomes, while monitoring the effectiveness of the Playgroup curriculum through regular observations and assessments;
- Plan, prepare and deliver activities which meet children's individual developmental needs under the guidelines of the EYFS;

- Ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately, follow guidelines and procedures for child protection as recommended by the registering authorities; and
- Liaise closely with parents/carers, informing them about the Playgroup and its curriculum, exchanging information about children's progress and encouraging parent/carer involvement.

Staff and Committee:

- In the absence of the Play Leader take responsibility for the Playgroup staff and activities;
- Liaise with the Committee, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports and feedback as required;
- Work closely with the Play Leader to provide a high quality of education and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children attending the Playgroup;
- Be co-responsible for the planning and preparation of activities; and
- Work proactively and independently as required to develop childcare standards and practices which meet identified quality indicators.

Administration:

- Ensure that the Playgroup is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced;
- Implement and maintain systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed;
- Be responsible for identifying own training requirements and carry out required training as supported by the Committee and Play Leader;
- Monitor the effectiveness of assessment procedures and ensure legal and regulatory requirements are met, implementing any recommendations made following regulatory inspections;
- Carry out day to day administration and ensure records are properly maintained and updated (e.g. attendance registers, accident book etc.);
- Contribute to and implement the Playgroup policies and procedures;
- Work within agreed budgets as recommended by the Committee and ensure that all systems for income collection or invoicing are followed;
- Attend internal and external meetings as necessary to ensure successful delivery and development of the Playgroup services; and
- Undertake any other reasonable duties as directed by the Committee in accordance with Playgroup's business plan/objectives.