



## **Preschool Deputy Leader - Job description**

Between the hours of **8am-5pm, Monday-Friday**,  
Contract: variable hours 21-35 hours pw over at least 3 days;  
term time only

### **The Role**

The deputy leader will work together with and alongside the Leader to support the day to day running of Preschool, working as part of the preschool team to create a happy, stimulating and safe learning environment where children can maximise their physical, intellectual, emotional and social potential. The deputy leader will contribute to and implement preschool policies and ensure the children's safety at all times, whilst ensuring the legal and statutory requirements are met.

The successful candidate will be passionate about child-centred learning and committed to teaching through outdoor play-based activities and experiences. This leadership role involves planning and delivering the Early Years curriculum to children between the ages of 2 & 4 years.

### **Work Environment**

The work requires normal physical effort. It will regularly involve the lifting and handling of play equipment and other resources. The majority of the working day will be spent outside.

### **Main Duties**

- To deputise for the preschool leader in their absence.
- To promote the aims and objectives of the Preschool.
- To ensure the Preschool maintains a high standard of physical, emotional, social and educational care in line with the Early Years Foundation Stage welfare requirements
- To support in the leading of a team of professional workers, ensuring good practice;
- To assist the Preschool Leader in setting and implementing objectives and policies for the Setting;
- To ensure all documents are properly administered, including children's records, register of attendance, fire records, accident/incident book and inventory;
- To assist with the development, implementation and evaluation of Observation, Assessment and Planning within the Preschool.
- To assist with the preparation and maintenance of materials and equipment;
- To be responsible for the implementation of Health and Safety standards appropriate to the setting and ensuring staff compliance and awareness;
- To ensure high standards of hygiene and cleanliness are maintained at all times;
- To ensure confidentiality of information received;
- To model good practice and assist with staff development and training;
- To assist the preschool leader in the supervision of the training of students in placement within the Preschool
- Liaise with parents/carers, and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given;
- To liaise with outside agencies as required, including facilitating Ofsted inspections
- Assist the preschool leader with the efficient upkeep of the premises and maintenance/stock of equipment, furnishings and fittings;

- Maintaining staff awareness of fire drill in accordance with the code of practice;
- To attend staff meetings, planning meetings, key person meetings and training sessions outside working hours;
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the preschool leader

### **Session Duties – Supervisor Role**

- Liaise with members of staff regarding the session's activities and prepare accordingly.
- Remove any defective equipment for repair or replacement
- Ensure that the register is marked off accordingly at the beginning and end of each session.
- Deploy staff accordingly
- Ensure children have access to outside play for the majority of the session
- Ensure that children are involved in the tidy up process
- Ensure that all activity areas are cleared and return items to their appropriate places
- Lead whole group sessions
- Ensure all children leave the site safely with their parent/guardian.
- Check that all confidential information is stored in a locked cabinet at the end of each day and the premises are secured before leaving.

### **Key person Role:**

- Act as Keyperson for specific children and their parents/carers
- Assist key children and parents in the settling-in period
- Liaise with other settings and agencies where appropriate
- Make observations of key children to inform individual care and learning needs, make assessments and plan for their development and progression
- Maintain individual records of key children
- Share information regularly with parents/carers as required by the Preschool Leader
- Ensure concerns about children's welfare and development are brought to the attention of an appropriate staff member for consideration.