

Chirpy Chicks Playgroup Ltd
Deputy Leader - Job Description

Job Title - Pre-school Deputy Leader

The Pre-school Deputy Leader will be responsible alongside the Pre-school Leader for preparing and supporting the children during play sessions. As part of the staff team they will ensure safe, stimulating play that will provide for the needs of the whole child. This will involve being a part of planning, preparing and delivering play based activities appropriate for children aged 2 years 10 months - 4 years, and making observations of play to ensure progressive learning for the children. This work will be carried out with curricular guidance from the Director and Pre-school Leader in-line with the mission, vision and aims of the pre-school, based on the Curricular Guidance for Pre-schools (2018) from the Education Authority.

At times when the Pre-school Leader is unavailable the Deputy Leader will act up taking on the responsibilities of that post for the required period of time.

Initially this is a 3 day per week (15hrs) with the potential to rise to 4 days (20hrs) at a rate of £9.10 per hour

Closing date for applications via post or email is Wednesday 24th November 2021 at 4pm.

***Essential Criteria – A recent CCLD Level 5 Qualification or currently engaged in a CCLD Level 5 course.**

***Desirable – 1 years experience in a Deputy or equivalent role.**

Responsibilities

- Provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the pre-school.
- Organise an appropriate learning environment and resources for play sessions in-line with directions from the Leader and the Director.
- Take part in curriculum planning and management of observations.
- Select and prepare resources to take account of the children's interests, language and cultural background.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.

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- Encourage all children to interact and work cooperatively with others and engage all children in activities.
- Ensure there is a good, happy atmosphere at each session.
- To manage resources effectively and ensure play areas are left tidy and ready for the next session.
- Take time to listen and respond to children and encourage them to develop.
- Provide information and advice to enable the children to make choices about their own behaviour.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Ensure the children are supervised at all times.
- Ensure the Accident and Incident records are filled in for each situation should one occur.
- Participate in training and other learning activities as appropriate.
- Take part in special events, outings and visits.
- Attend staff meetings.
- Such other relevant duties as may be assigned by the Directors.
- Advise the Pre-school Leader of any matter requiring attention such as concerns about a child or equipment needing repaired and replaced
- Provide support to the Pre-school Leader to ensure that the pre-school maintains the highest standards.
- To work in conjunction with the Pre-school Leader and Director to resolve any difficulties that might arise during the day to day running of the pre-school, and to seek advice regarding these situations so as to maintain the necessary levels of integrity and confidentiality.

This job description will be reviewed as part of the annual appraisal process.
