



JOB DESCRIPTION

JOB TITLE: Curriculum & Deputy Manager
BASED: Staplehurst Under 5 Playgroup, Staplehurst
RESPONSIBLE TO: Manager, Chair of Trustees, Directors, Owners

JOB PURPOSE:

To provide inclusive, safe & high quality play and learning opportunities whilst maintaining a stimulating and enjoyable environment for all children who attend the playgroup setting.

To take responsibility for planning & delivering an early years foundation stage curriculum. To be responsible for curriculum planning and the management of provision within the playgroup.

To support the Playgroup Manager and leadership in the absence of the Playgroup Manager.

To ensure that all statutory, legal and setting obligations are promoted, followed and met by all staff.

REQUIREMENT:

Staplehurst Under 5 Playgroup is committed to safeguard and promote the welfare of children. It is a requirement of all staff that they share this commitment and follow the policies and procedures in place to continuously promote a culture of safeguarding across the whole of the Playgroup.

MAIN DUTIES:

1. To manage the setting and undertake all necessary duties in the absence of the Playgroup Manager
2. To support the Playgroup Manager to ensure that the playgroup operates in an effective and efficient financial manner within its set budget.
3. To take responsibility for creating long-term, medium term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance. To monitor the effectiveness of the setting's curriculum. This may include working with external professionals.
4. To be responsible for providing a high quality of education and learning, ensuring staff are properly deployed and offer appropriate stimulation, learning & support to the children attending the playgroup.
5. To take responsibility for ensuring that curriculum is monitored and reviewed through the Tracker System. To liaise with the Playgroup Manager with any amendments required to the current plans.
6. To ensure all staff are confident in the implementation of medium and sessional plans.
7. To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of the assessment procedures.
8. To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in appraisal and to identify in own training needs.
9. To ensure the welfare and safety of children is promoted within the playgroup setting and that any child protection concerns are always appropriately acted upon immediately.
10. To ensure records are properly maintained and updated. For example, daily attendance register, accident and incident book.

11. To liaise closely with parents/carers, informing them about the playgroup and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
12. Working in conjunction with the Playgroup Manager and all staff to ensure the playgroup is a safe environment for children, staff and others. The equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and the fire drills are regularly practiced.
13. To liaise with the management committee, ofsted services and other professionals as necessary and ensure all legal and statutory requirements are implemented and provide reports as required.
14. To implement and support any recommendations made following regulatory inspections.
15. To contribute to and implement all pre-school policies and procedures.
16. To ensure that children attending the playgroup receive a balanced and healthy diet and support during snack times & lunch club.
17. To attend any conferences, training events or meetings, as identified by the committee or manager and to keep up-to-date with current good practice. It may be a requirement to attend outside of contracted hours.
18. To ensure that an accurate and up-to-date record keeping systems are in place, including but not exclusive to children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety concerns, notes taken from staff supervision meetings, details of targets set and any performance concerns discussed.
19. To help set up the playgroup for the daily programme and to help tidy & clean equipment at the end of the session.
20. Prior to the start of each term, it is a requirement that support, engagement and participation in setting the playgroup up and ready for the children to attend.

21. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
22. To work with the Playgroup Manager, liaising with local schools to support the children in a smooth transition from the Playgroup setting to school.
23. To undertake any other reasonable duties as directed by the Playgroup Manager and Chair of the Management Committee, in accordance with the setting's business plan and objectives.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which reasonably be required of you in accordance with the needs of Staplehurst Under 5 Playgroup. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

1. It is a statutory requirement that: *“staff have a sufficient understanding and use of English to ensure well-being of children in their care.”* Section 3.26, EYFS (2014).
2. A minimum Level 3 Early Years Education and Childcare Qualification as seen as full and relevant by the DFE and a commitment to obtaining further qualifications as appropriate.
3. Post qualification experience in working in early education and childcare.
4. Ability to help the Playgroup Manager to manage the setting's resources to ensure expenditure is in line within its budget.
5. Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.

6. A sound understanding of a child development and children's needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, taking into account the Social Educational Needs and disability Code of Practice, Safeguarding Procedures and equality and diversity considerations.
7. The ability to establish rapport & partnerships with staff, external agencies, parents, carers, guardians and others in respect of their own needs for advice, education and personal development.
8. An ability to communicate in writing by producing clear, concise and accurate reports and correspondence, including being computer literate.
9. Ability to help the Playgroup Manager, effectively market the setting to maximise occupancy levels and fee income.
10. Experience of coordinating curriculum planning for children and early educational settings. Ability to communicate the need for quality and continuous improvement and influence good practice through example.
11. Ability to be proactive, reflective and self-motivated.
12. Ability to remain calm under pressure and able to multi-task.
13. Able to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard their welfare.
14. To be aware of the harmful impact on children of discriminatory experiences and ensure children feel valued and respected for who they are.
15. Demonstrate a detailed knowledge of current legislation relevant to Early Years.
16. Able to work as part of a team and on your own initiative. To demonstrate professionalism in approach in managing all issues.

