Job Description

Job Title: Early Years Deputy Leader

Responsible to: Early Years – the organisation for young children

Reports to: Early Years Leader

Salary Scale: NJC Scale 2-3 (2018), Point 12-17 (£17,173-£18,672) pro rata

Hours: 20 hours per week

Location: SureStart South Armagh, Camlough

Tenure: Permanent

Allowances: Travel Expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

To ensure children attending the SureStart and crèche programmes have the best start in life by providing a safe, welcoming, high quality, inclusive early education environment, working to improve the ability to learn, improve health and social development of children, ante-natal to four years of age. The post holder will support and when required lead in a variety of service delivery within the SureStart project.

To work in partnership with families to promote and facilitate positive parenting and the enhancement of the role of parents as ‘first educators’.

To innovatively support and extend play experiences to ensure early outcomes are achieved.

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure:

- Children are strong, competent and visible in their communities
- Children are physically and emotionally healthy
- Children are eager and able to learn
- Children are respectful of difference
- Children grow up in a peaceful, prosperous and shared region

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity

- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership

Updated: July 2016
• Inclusion and diversity
• Excellence and evidence-based innovation
• Effective stewardship and governance
• A professional, committed and recognised workforce
• Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do:

“We should endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.

2. Key Tasks

Line Management
• In the absence of the Leader, to provide line management, support and supervision to staff/volunteers/trainees working in the crèche ensuring appropriate staff/child ratios.

Documentation, Observation and Planning
• Assist in the continuous improvement, development and provision of high quality innovative programmes for young children and actively encourage participation of the parents.
• To work with children and families based on a Key Worker system that meets the needs of the children.
• To contribute to and complete the agreed system of observations and documentation.
• To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
• To take responsibility to ensure procedures and systems are followed to promote a smooth transition for children and families from home to the Programme and to the preschool setting by regularly engaging with families to ensure children’s learning outcomes are shared and agreed with parents / carers and other practitioners

Environment
• To work along with the crèche team to ensure there is a caring and welcoming environment for the children and their families.
• To work with the crèche team to ensure the effective running of the programmes and the facilities used including both indoor and outdoor environments.
• Work with the team in creatively planning for the use of children’s spaces to ensure children’s developmental needs are being met.
**Relationships**

- With guidance from Early Years Leader to regularly engage with families on an individual and group basis as appropriate to ensure children’s learning outcomes are shared and agreed with parents and carers.

- To take part in support and supervision, annual appraisals and all team meetings. When required to take the lead in the absence of the Early Years Leader.

- To adhere to support and advice from Early Years Leader to ensure high quality is maintained.

- Promote and develop inter-agency and multi-disciplinary partnerships.

**Health and Safety**

- Working with the team to ensure that the programmes are appropriately planned before commencement and organised at the end and that good standards of health and hygiene are followed and that equipment and the environment is risk assessed and checked regularly for repair.

- To assist with ensuring the overall safety and well-being of the children.

- To carry out manual handling duties in line with manual handling guidelines as part of the daily role which includes lifting and/or moving equipment and children.

- To carry out all duties in compliance with SureStart and Early Years Health and Safety Policy and Statutory requirements.

- To work with the team to ensure the safety and wellbeing of the children and guarantee that all policies and procedures are adhered to at all times and all written records are appropriately maintained in accordance with SureStart, Early Years – the organisation for young children and in line with Health and Social Care Board Minimum Standards.

**Safeguarding**

- To adhere to regional and local Safeguarding Child Protection Policy and Procedures.

- To ensure effective record keeping in line with policies.

- In the absence of the Early Years Leader, communicate regularly with the Early Years team within the local HSCT to keep registration and inspection up to date.

**General**

- To represent the SureStart as agreed with the Line Manager.

- To be committed to own personal development and growth.

- To demonstrate commitment to the SureStart by regular attendance and the efficient completion of tasks allocated.
• To promote the SureStart Programmes.

• To adhere to organisational values and behaviours in all aspects of employment.

• To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of SureStart and Early Years.

• To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.