

Deputy Manager

You will have at least a level 3 early years qualification (approved by the DfE – see [Early Years Qualification List](#)) or apprenticeship and level 2 English and maths qualifications (for example, Functional Skills or GCSEs). A full current paediatric first aid certificate (PFA). You should also have two years post-qualification experience in working in early years education and childcare.

In this job role you are likely to:

- Support the Manager to provide inclusive play and learning opportunities for all children attending the setting will be one of your main aims.
- Maintain a safe, stimulating and enjoyable environment.
- Take joint responsibility for curriculum planning within the setting.
- Assist the Manager with tasks such as maintaining staffing levels and monitoring financial performance in the Manager's absence.
- Support the Manager in ensuring the staff are committed to safeguarding and promoting the welfare of children and young people in the setting.
- Act as the safeguarding lead in the absence of the Manager, following the prescribed policy and procedures.
- Oversee the planning, delivery and monitoring of the Early Years Foundation Stage Framework (EYFS) in accordance with the children's learning and developmental needs.
- Support the Manager to ensure the setting is actively engaged in continuous quality improvement.
- Manage other staff on a daily basis as directed by the Manager - including supervising volunteers, students and apprentices on work placement or work experience. You could act as a mentor ensuring new staff are aware of the operational policies and procedures including how to implement and access them.

You could work in a Children & Families Centre, or a Nursery.

Opportunities for Progression:

When you have at least two years' experience of working in an early years setting, or other suitable early years experience, you can become an early years setting manager.

You could take a level 4 early years qualification or Foundation Degree by doing a college based course with a work placement or a work based course with on the job training and assessment.

Your local college or training provider will be able to provide more information about training, qualifications and funding.

You should check that the qualification you are intending to do is approved by the Department for Education please visit: [Early Years Qualifications List](#)

For other training and development courses please visit: <http://eyupskill.org.uk/>

Case study

Nursery Deputy Manager, Designated Senior Person (DSP) and Special Educational Needs Coordinator (SENCo)

My name is Samantha and I am a Nursery Deputy Manager, Designated Senior Person (DSP) and Special Educational Needs Coordinator (SENCo).

I am responsible for the following in my day to day role as Deputy Manager:

- To deputise in the place of the Manager on all aspects of the setting, and be responsible for leading Ofsted inspections.
- To lead, develop and manage a high quality early education and childcare provision for children of two years old by ensuring there is effective planning, teaching and learning, evaluation, assessment and record keeping across all areas of the Early Years Foundation Stage curriculum alongside the Manager.
- To be able to work alongside other professionals for a multi-agency approach for safeguarding and development checks.
- To be responsible for ensuring that all policies, procedures and practice promote the highest standards of quality, and meet all statutory requirements for Ofsted registration and inspection and the EYFS as an early years education and out of school childcare provider.
- To be able to introduce new families and promote the setting to new parents, to ensure the setting is at full capacity at all times, alongside the manager.
- To work with and develop good relationships with the local Children's Centre, schools and settings and other relevant partner organisations
- To work with and involve parents and carers as partners in their children's learning and development to secure positive outcomes for their children and understand the complex environments in which children may live.
- To implement policies, and ensure procedures and practice to safeguard children's health, safety, inclusion and well-being are understood and followed by the staff team. Also to support in reviewing policies and risk assessments on a yearly basis.

- To be able to plan, evaluate and supervise out of school provision and groups for children and their parents/ carers from the local community.
- To lead a Special Educational Needs Coordinator ensuring that the needs of these children are met fully with the nursery setting, to carry out regular review meetings with parents and professionals, make relevant referrals to professionals to support children's development, apply for extra funding, and lead school transition meetings.

I love my job because get to work with a wide range of children and families in an area of deprivation. I get a great sense of fulfilment providing high quality early years experiences for them to give them the best start in life, including identifying children early on that may need additional support and putting early intervention strategies in place that later have a significant impact on their wellbeing and outcomes later in life. I love leading and working as part of an inspiring, committed and outstanding early years team whom continue to strive for better outcomes for these children no matter how challenging the journey might be.

After graduating with my Early Childhood Studies degree and as an Early Years Professional, I joined Gloucester Nursery School as keyworker and over a period of 2 years began to take on additional leadership responsibilities such as working as part of the team leading training as part of the Northampton Nursery Schools Partnership (NNSP). I then applied for the post of Deputy Manager at Blackthorn Good Neighbours (BGN) Nursery when it first opened in January 2015. This was an exciting opportunity for me as I would get to be part of a new team, be able to lead outstanding practice, and develop high quality early years provision in an area of deprivation, particularly for 2 year olds.

My main duties in developing a newly establish Early Years setting were to:

- Assist in setting up and development of high quality nursery and out of school provision in the new BGN Community and Early Years Centre.
- Lead and monitor the implementation of the two year old provision and keeping records of children's progress.
- Be responsible for leading practice and acting as the manager in their absence.

Since beginning my post I have continued to develop and maintain my professional development through robust supervision procedures and accessing internal and external training to fulfil my role. I have progressed my skillset by becoming a Communication Champion through the Developing and Enhancing Early Communication programme (DEEL). I am also one of the named Designated Senior Persons for safeguarding in the nursery setting, as well as becoming the main Special Educational Needs Coordinator (SENCo) for the whole nursery liaising with a range of Early Years Professionals from both educational, health and social care sectors.

Alongside the Early Childhood Studies Degree I completed the Early Years Professional qualification. This broadened my

understanding of children's services, their holistic development and how to plan outstanding experiences, opportunities and environments for children to grow and learn in both indoors and out, as well as opportunities to progress and develop leadership and management skills that would later help me in pursuing my existing role as Nursery Deputy Manager. Ultimately, the Early Years Professional course enabled me to better understand what high quality early years provision was, and allowed me to apply this understanding to my practice through both work and placement experiences.