

JOB DESCRIPTION – DEPUTY CENTRE MANAGER

Introduction

Dingley's Promise is committed to ensuring that every child with special educational needs and disabilities (SEND) gets the very best start in the early years. We run specialist centres in Reading, West Berkshire (Newbury), Wokingham, Southampton, Gloucestershire & Bournemouth, provide support and information for families, and lead training for mainstream nurseries across the UK to enable them to be more inclusive. Our vision is a world where young children with SEND get the same opportunities as other children to play and learn in their local community alongside their peers.

JOB TITLE: Deputy Centre Manager
RESPONSIBLE TO: Centre Manager
STAFF SUPERVISED: Early Years Practitioners and volunteers
HOURS: 37.5 hours per week Monday to Friday all year round.
Applicants wishing to work 37.5 hours per week during the 39 weeks term time and 7.5 hours/1 full day during the 13 weeks holiday are also encouraged to apply.

DBS DISCLOSURE: Enhanced with barring list update

Job Purpose

Under direction and guidance from the Centre Manager, the post holder will work as a member of a team to ensure that the planning, day-to-day running, and development of the work of the centre is carried out in accordance with the aims of the organisation.

Main Duties and Responsibilities

- Will be required to deputise for the Manager in his/her absence, for example attend meetings/training, day to day running of centre, completion of invoicing etc.
- Represent Dingley's Promise and fulfil other managerial duties delegated to him/her by the Manager.
- Will need to have a responsible and accepting attitude able to work flexibly, as a member of a team under the direction of the Centre Manager, and independently when required.
- Must have an open mind and be willing to further their knowledge and development by attending training courses, sharing information gained with colleagues.
- May be required to provide staff cover at other centres by mutual agreement.



- Must be prepared to act as a Key Person for agreed families. Compile the child's development records through observations and discussing with parents/carers the possible next steps to take. These will be included in children's individual plans and each key child's EYFS file. The Key Person will also play a lead role in preparing reports for Education, Health and Care Plans.
- Ensure that all the practitioners are fulfilling their duties of a Key Person.
- Allocate children to each keyworker and oversee the adult/child ratios.
- Chair daily morning briefings to share information to the rest of the team, if and when required.
- Will have at least a weekly catch up session with the Centre Manager.
- Will act as a mentor for Early Years Practitioners, Students and Volunteers.
- Will be expected to visit each of the other centres for one day at least once per year, to observe and share best practice.

Children and Families

- Manage waiting list with the Centre Manager to ensure children can access the service in a timely manner, that families have support while waiting and that children are prioritised for services according to need.
- Support families directly, ensuring that they understand what Dingley's Promise can offer them, and potential different routes for their child alongside the Family Support Worker.
- Establish, develop, and maintain a stimulating curriculum with a range of activities, equipment and displays to facilitate the educational, social, emotional, physical and cognitive development of children.
- Work in partnership with parents to ensure that families are aware of development records, assessments/progress reports, individual targets and contribute to multi-agency assessments and observations for their children.
- Facilitate sharing provision with mainstream settings by liaising closely with other professionals and arranging to support them during periods of change or transition.

Staffing

- Contribute to the recruitment, selection and appointment of staff, volunteers and apprentices.
- Supervise, support and advise all centre staff and volunteers.
- Ensure that all staff and student training needs are met. Encourage professional development to include attendance at training courses and workshops.
- Supervise student placements in the playroom and carry out all necessary feedback to educators.

General

- Undertake such other duties as may be reasonably requested by the Centre Manager or Operations Manager in order to further the aims of the group.
- There will be a requirement for occasional evening or weekend working.

GDPR (General Data Protection Regulations)

Managers must ensure:

- Information security policies are applicable to their staff member's work.
- Staff know their personal responsibilities for information security.
- Staff know how to access advice on information security matters.
- Any files with personal data are password protected – especially in the case of emailing.

Person Specification for the Deputy Centre Manager's Role

Our Deputy Manager should be:

- approachable and friendly to parents, able to listen to them and accept their feelings, which may include distress, and must be non-judgemental.
- able to guide parents in the right direction, offering the right kind of information and make all parents feel valued members of the group and to use appropriate opportunities to promote parents' confidence and to involve them in the sessions.
- approachable and friendly to staff/volunteers and students making sure that they feel valued and empowered.
- able to communicate with children with varying degrees of ability, coming from different class and cultural backgrounds, and encourage their development through participation and activities.
- knowledgeable about Health & Safety regulations with reference to children's play and facilities.
- knowledgeable about play materials and techniques which encourage respect for differences in gender, race and ability, and understanding of how these may be used.
- up to date with a First Aid & Safeguarding certificate and be the designated DSL, alongside the Centre Manager.

They should have:

- two years experience NVQ level 3 in childcare or equivalent with up-to-date knowledge and training of Early Years Foundation Stage (EYFS).
- experience of working with children with SEND and their families, and a thorough knowledge of current guidance and legislation related to these children.
- excellent teamwork and communication skills working with a range of professional colleagues.
- good IT & organisational skills.
- the ability to communicate effectively both orally and in writing e.g. report writing and presentation skills.
- the ability to secure the trust and confidence of parents/carers, and to inspire them to give their thoughts and feedback for the development of the organisation.
- the ability to be adaptable and flexible, responding to change in a positive and enthusiastic manner.
- the ability to adhere to strict confidentiality and data protection guidelines.