

DEPUTY PLAYScheme COORDINATOR

Job description

Responsible to: The Playscheme Coordinator, the Preschool Coordinator & the Management Committee

Responsible for: Staff, volunteers, students

Purpose of the job: To assist the PLayscheme Coordinator : to provide safe, high quality education and care for children under 8 during the school holidays; to fulfil legal and statutory requirements; to lead and manage staff on a day-to-day basis; to contribute to and to implement the preschool's policies.

Main duties

To work with the Playscheme Coordinator:

- To lead on the Early Years Foundation Stage.
- To take responsibility for drawing up differentiated curriculum plans which take into account the requirements of the Early Years Foundation Stage and the needs of older children, and to monitor the effectiveness of the playscheme curriculum
- To help set up the playrooms for the daily programme and to help tidy away at the end of the session, ensuring that the preschool is a safe environment for children, staff and others.
- To ensure that the preschool's staff, volunteers and resources are effectively managed
- To liaise closely with parents/carers and ensure each child's needs are recognised and met, modelling good practice and providing support and guidance to other playscheme workers.
- To be aware of any special educational needs and disabilities a child may have and, where possible, to familiarise oneself with relevant play and learning plans, providing a model of good practice for other staff.
- To be responsible for providing high quality teaching and learning, ensuring that staff are properly deployed and offer appropriate stimulation, interaction and support to the children
- To draw up and to supervise the daily programme of activities and events
- To be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs
- To follow the pre-school's procedures when preparing food for children, providing a model of good practice and ensuring all other staff comply.
- To ensure records are properly maintained eg. Daily attendance register, accident records, healthcare plans, risk assessments, "safer food better business" documentation etc.
- To handle bookings and payments, ensuring that the preschool's procedures are followed accurately and efficiently.
- To promote parental partnership within the playscheme and provide a model of good practice
- In the absence of the Playscheme Coordinator, to be the lead person for child protection in the preschool and to ensure that any child protection concerns are acted upon immediately and appropriately

- To ensure that the preschool is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, health and safety procedures are implemented at all times and fire drills are regularly practiced.
- To liaise with the Playscheme Coordinator, management committee, Preschool Coordinator and Office Manager, Ofsted and other professionals as necessary, and to ensure that all legal and statutory requirements are implemented
- To provide reports as required
- To attend staff meetings, supervisions and appraisals, training days, in-service training courses and meetings as required
- To contribute to and to implement all preschool policies and procedures
- To keep up to date with current good practice
- To work at fund raising events as required
- To provide cover for absent colleagues, subject to availability
- To undertake any other reasonable duties as required and as directed by the Preschool Coordinator and/or Committee

Additional duties: Deputy designated member of staff with responsibility for safeguarding children and child protection (deputy DSL)

In the absence of the Playscheme Coordinator:

- To be the deputy designated person with responsibility for safeguarding and child protection, and deputy designated person with responsibility regarding allegations against staff during the holiday playscheme (This will involve taking the lead on these matters when the Playscheme Coordinator and Preschool Coordinator are not available)
- To take responsibility for advising on and reporting safeguarding issues when they are raised by members of staff, children, parents and other people
- To communicate concerns as appropriate to Social Care's Multi Agency Safeguarding Hub (MASH) and other relevant agencies.
- To work in partnership with other relevant agencies.
- To work in partnership with parents.
- To keep up to date on relevant legislation and guidance.
- To ensure that all staff in the setting are aware of safeguarding issues, such as signs and signals of abuse.
- To ensure that relevant information is fully recorded in line with the preschool's procedures.
- To ensure that the complaints procedure is known and followed.
- To ensure that staff understand the child protection policy.

Additional duties: Health and safety

In the absence of the Playscheme Coordinator:

- To be the appointed person for Health and Safety within the setting during the holiday playscheme and ensure that the preschool complies with all relevant Health and Safety legislation.
- To ensure that the preschool is a safe environment for children, staff and others, that risk assessments are completed, equipment is safe, standards of hygiene are high, health and safety procedures are implemented at all times and fire drills are regularly practiced.

- To ensure that our safe practices as detailed in 'Safer food, better business' are followed by all staff involved in food preparation
- To induct new staff in our safe practices and food preparation
- To ensure that the First Aid box is correctly stocked
- To ensure that Health Care Plans for individual children are in place where necessary, and that staff have the knowledge and understanding to follow them
- To audit medication provided through Health Care Plans at the beginning of each holiday to ensure that it is still appropriate and in date

Additional duties: Assistant SENCO

In the absence of the Playscheme Coordinator:

- To assist in liaison with parents in respect of children with special educational needs during the holiday playscheme (Where specific support is necessary for children to attend, this will need to be discussed with the Preschool Coordinator and SENCO during term time in advance of booking)
- To advise and support other practitioners in the setting, and model good practice
- To assist in collecting, recording and updating all relevant background information about individual children with special educational needs

Redwood Pre-School is committed to safeguarding children and to equality of opportunity in employment. All posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. All appointments are subject to an enhanced DBS check. Applicants are required to bring original certificates of essential qualifications, evidence confirming identity and National Insurance Number, and P45 if applicable to the interview. References will be taken up prior to interview.

Person specification: Main duties

Qualifications

Essential

Relevant level 3 qualification

Desirable

The post holder will be expected to gain the following qualifications if they are not already held, and the probationary period will not be considered complete until that point:

Special Educational Needs Awareness training

Paediatric First Aid

Food Safety Level 2

Safeguarding and child protection training (Designated Safeguarding Lead)

Experience

Proven post qualification experience in a management role in an early years setting

Experience of working with 5-8 year olds

Experience of working with children with Special Educational Needs and Disabilities

Knowledge

The post holder will need to have a sound knowledge and understanding of:

The EYFS and all of its requirements

Safeguarding children and child protection

Statutory Health & Safety requirements

The developmental needs of under 8s

The relationship between inclusion and good practice

Willing to acquire or has knowledge of the local community.

Child centred learning.

Diversity and equality issues.

The need for producing and implementing policies and procedures.

First Aid.

Abilities

The post holder will need to be able to:

Model good child care and education practice to others and support their professional development, including through supervisions and appraisals

Plan and implement a playscheme curriculum, taking into account the SEN Code of Practice, child protection procedures and diversity and equality considerations

Work in partnership with parents and to encourage their involvement

Work within and lead a team of adults to deliver high standards and results

Calculate fees and to handle money reliably

Understand adult:child ratios and ensure they are implemented at all times

Understand issues that impact on quality, occupancy and income

Manage self and work calmly under pressure

Communicate effectively with a range of people (using both written and oral means)
Demonstrate professionalism in approach to managing all issues

Commitments

The postholder will need to be committed to:

Treating all children as individuals and with equal concern.

Play and learning

Young children and families

Parental partnership

Attending further training

Team work, including good personal relationships, good communication and good humour

Respecting each child and family with regard to the protected characteristics of disability, race, colour, ethnic or national origin, gender reassignment, religion or belief, sex, sexual orientation, age, pregnancy or maternity or marriage and civil partnership.

Person specification Additional duties : Designated Safeguarding Lead

Knowledge of relevant legislation to do with safeguarding and child protection

Ability to communicate with parents, including during times of stress

Ability to communicate with professionals

Ability to take a lead in the staff team with regard to safeguarding and child protection, including providing training

Ability to produce and maintain accurate records

Willingness to attend regular required training

Person Specification: Additional duties Health and Safety

Qualification

Desirable

Level 3 Award in Health and Safety in the Workplace

Knowledge

The postholder will need to have a sound knowledge and understanding of:

Relevant legislation to do with safeguarding and child protection

Relevant legislation to do with health and safety, including the Statutory Framework for the EYFS (2014), The Equality Act (2010), COSHH Regulation (1999),

Evacuation (Fire Safety) Order (2005), The Workplace (Health, Safety and Welfare) regulation (1992), Emergency lighting, Gas safety etc (This list is not exhaustive)

'Safer food, better business'

Abilities

The postholder will need to be able to:

Communicate with parents, including during times of stress

Communicate with professionals

Take a lead in the playscheme staff team with regard to health and safety, safeguarding children, child protection and food safety

Produce and maintain accurate records

Commitments

The postholder will need to be committed to:

Good practice with regard to health and safety in the preschool

Person specification: Assistant SENCO

Qualification

WF Inclusion Modular course (Desirable)

Knowledge

The post holder will need to have a sound knowledge and understanding of:
The Special Educational Needs Code of Practice (2014) and other relevant legislation to do with special educational needs and disability

Abilities

The post holder will need to be able to:

Communicate with parents, including during times of stress

Communicate with professionals

Take a lead in the playscheme staff team with regard to special educational needs, including providing training

Produce and maintain accurate records

Commitments

The postholder will need to be committed to:

Inclusive practice