

**Red Hall Primary School**

**Headingley Crescent**

**Darlington**

**Co Durham**

**DL1 2ST**

**Tel: 01325 254770**

**www.redhallprimary.org.uk**

Email: [admin@redhall.darlington.sch.uk](mailto:admin@redhall.darlington.sch.uk)

**TWO YEAR OLD MANAGER**

**Salary: Grade M SCP 25-29**

**37 hours per week – term time only (+ training days)**

**Required from September 2017**

Red Hall Primary wishes to appoint a suitably qualified and experienced person to undertake a senior role in our support staff structure.

This is an exciting opportunity at Red Hall Primary School providing superb quality provision for 2 year olds.

Successful applicants will be required to:

* Lead and manage the set up and day to day provision of early education and care in our already outstanding two year old setting.
* Have experience of working with children aged 2-3 years and their families.
* Experience of liaising with other agencies in supporting children and their families;
* Possess and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs
* Provide PPA cover if required.

Candidates will need to possess both initiative and sensitivity and be proven effective team members.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertake before an appointment is confirmed.

We would warmly welcome and encourage visits to our school on **Tuesday 11th April at 10am or Tuesday 25th April at 10am.**

Any other appointments should be made directly with Lyndsey Keeley, School Administrator on 01325 254770.

**Letters of application should be included with your application form. Letters should be a maximum of 2 sides of A4.**

Further details and application packs are available from the School using the contact details above. **Application forms must be returned for the attention of the Head Teacher, Julie Davidson, by the closing date.**

**Closing Date**: Friday 28 April 2017

**JOB DESCRIPTION**

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| **POST TITLE :** | **Two Year Old Provision Manager** |
| **GRADE :** | **Grade M SCP 25 - 29** |
| **REPORTING RELATIONSHIP** | The Manager will be a member of the Early Years Team, under the leadership and supervision of the Early Years Leader. |
| **JOB PURPOSE :** | To work under the guidance of Early Years Leader in providing day to day education and care in the two year old setting. |

**MAIN DUTIES/RESPONSIBILITIES**

In co-operation with the Early Years Leader, and following the Statutory Framework for Early Years Foundation Stage, the Manager will:

# Support the Child by;

1. Establishing a safe, caring, nurturing environment which promotes the development of the ‘whole child’.
2. Working in partnership with families, and fellow professionals, in order to meet the individual child’s social, emotional, intellectual and physical needs, and to promote their development.
3. Establishing a nurturing relationship with the children and their carers/parents, acting as a role model and setting high expectations.
4. Being responsible for the welfare of the children whilst on the school premises.
5. Planning and implementing agreed learning activities, adjusting activities according to the child’s response/needs
6. Tracking the progress of the social, emotional, intellectual and physical development of the children.
7. Encouraging children to cooperate and engage in a range of activities.
8. Supporting children to communicate effectively and develop their speech and language.
9. Promoting the inclusion and acceptance of all children within the setting.
10. Helping children to access learning activities through specialist support.
11. Determining the need for, preparing and maintaining general and specialist equipment and resources.

# Support the Early Years Leader by;

1. Working with the Early Years Leader to establish an appropriate nurturing learning environment.
2. Working with the Early Years Leader in planning and evaluating learning activities.
3. Monitoring and evaluating children’s responses to learning activities through observation and planned recording of achievement.
4. Providing objective and accurate feedback as required, to the Early Years Leader, on children’s achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Being responsible for keeping and updating records, as agreed with the Early Years Leader, contributing to reviews of systems/records as requested.
6. Accurately recording achievement and progress.
7. Promoting positive values, and encouraging the children to respond appropriately. Dealing promptly with incidents in line with established policy.

1. Liaising sensitively and effectively with parents/carers as agreed with the Early Years Leader within your role/responsibility and participating in feedback sessions/meetings with parents.
2. Providing general clerical / administration support for agreed activities.
3. Liaising with the school senior management for the ordering of provisions, equipment etc. adhering to school protocols and budget guidelines.

# Support the School by

1. Being aware of and implementing, the school’s policies and procedures.
2. Taking responsibility for the administration of medicines and acting as lead Paediatric First Aider within the setting.
3. Taking a leading role within the 2 year old team, supporting and advising colleagues as appropriate.
4. Ensuring school protocols, such as personal care, are implemented in line with agreed procedures.
5. Providing PPA cover, if required, across EYFS.
6. Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children; these programmes may be delivered in a supervised/ or unsupervised capacity.
7. Being aware of confidential issues and to keep confidences as appropriate.
8. Attending relevant meetings, as required.
9. Participating in training and other learning activities and performance development, as required.
10. Assisting with the supervision of children out of lesson times, including before and after school and at lunchtimes.
11. Accompanying teaching staff and children on visits and out of school activities, as required.
12. Safeguarding and promoting the welfare of children for whom you have responsibility or come into contact with, including adhering to all specified procedures. This post has a high level of contact with, and responsibility for, children
13. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the headteacher / Early Years Leader.
14. Carrying out your duties with full regard to the School’s / Council’s Equality Policy and Race Equality Scheme.
15. Complying with Health and Safety policies, organisations statement and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO AN DBS clearance (certificate of disclosure from the Disclosure and Barring service) AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertake before an appointment is confirmed.

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RED HALL PRIMARY SCHOOL

**PERSON SPECIFICATION: TWO year old provision MANAGER**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** |
| **Qualifications & Education** | E1 | NVQ Level 3 for Teaching Assistants or equivalent child care related qualification | AF/C | D1 | Higher Level Teaching Assistant status (HLTA) | AF/C |
|  | E2 | GCSE A\* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent | AF/C | D2  D3 | Advanced diploma in childcare and education.  NVQ Level 4 in Early Years Care and Education or a willingness to work towards it. | AF, C  AF, C |
|  | E3 | To work in Foundation Stage, you require one of the following:  Level 3   1. Child Care & Education (CACHE) 2. Early Years & Education (Welsh Medium) (CACHE) 3. Btec National Cert in Early Yrs 4. NVQ L3 in Early Years Care & Education 5. NNEB plus CPD Evidence | AF/C |  |  |  |
| **Experience & Knowledge** | E4 | Minimum 3 years post qualifying experience which includes 2 years experience in a day care setting | AF/I/R | D4 | Qualified Paediatric first aider | AF/C |
|  | E5 | Experience and knowledge of learning strategies and adapting these to individual children’s needs | AF/I/R | D5 | Experienced in the delivery of training / presentation to others | AF/I/R |
|  | E6 | Knowledge of Early Years Education and current EY framework | AF/I/R |  |  |  |
|  | E7 | Understanding of the requirements of Ofsted | AF/I |  |  |  |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** |
|  | E8 | Understanding of classroom roles and responsibilities and Teaching Assistant’s role | AF/I/R |  |  |  |
|  | E9 | Experience of working with wide range of children including those with specific statements | AF/I/R |  |  |  |
|  | E10 | Understanding of principals of child development and learning processes | AF/I/R |  |  |  |
|  | E11 | Experience of planning an enriching environment and activities | AF/I/R |  |  |  |
|  | E12 | Experience of supervising whole groups and individual pupils for specific activities | AF/I/R |  |  |  |
|  | E13 | Experienced in using ICT in learning activities and develop pupils’ competence and independence in its use | AF/I/R |  |  |  |
|  | E14 | Experience of working in partnership with parents/carers and other outside agencies. | AF/I/R |  |  |  |
| Skills | E15 | Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development | AF/I/R |  |  |  |
|  | E16 | Ability to self evaluate learning needs and seek learning opportunities | AF/I/R |  |  |  |
|  | E17 | Ability to work in a team and independently | AF/I/R |  |  |  |

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** |
|  | E18 | Willingness to train as a Paediatric First Aider | AF/I |  |  |  |
|  | E19 | IT Literate, capable of using MS Word / Excel and office packages | AF/I |  |  |  |
|  | E20 | Ability to produce original and creative ideas for playing and learning | AF/I |  |  |  |
| **Personal**  **Attributes** | E21 | Ability to promote fairness and a positive role model to pupils | AF/I/R |  |  |  |
| **Special Requirements** | E22 | To comply with the Academy’s No Smoking at Work policy, Alcohol at Work and Health & Safety policies | I |  |  |  |
|  | E23 | Motivation to work with children | AF/I/R |  |  |  |
|  | E24 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF/I/R |  |  |  |
|  | E25 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF/I/R |  |  |  |
|  | E26  E27 | Suitability to work with children  Ability to support the Christian ethos of the academy | D  AF/I |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| P | Presentation |
| I | Interview |
| R | References |
| D | DBS Check |

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references