

JOB DESCRIPTION

Job Title	Deputy Room Leader
Responsible to	Room Leader
Working relationships	<ul style="list-style-type: none"> • CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Childcare Manager, Deputy Childcare Manager, Room Leader • YMCA Trinity staff, students and volunteers • Suffolk County Council, Ofsted, external agencies, children and young people and their families and the wider community
Job purpose	<ul style="list-style-type: none"> • To assist the Room Leader in the day to day management and administration for your room whilst adhering to YMCA Trinity Group policies and procedures • To provide professional leadership and management. • To comply with all H&S, EYFS, OFSTED legislation and requirements
Main tasks	<p>The postholder will:</p> <ul style="list-style-type: none"> • Assist the setting in securing and sustaining OFSTED registration, facilitating inspections and implementing recommendations. • Ensure high quality inclusive childcare is continually provided. • Plan and deliver a suitable learning programme in line with the EYFS that offers a wide range of learning experiences. • Be responsible for maintaining effective communication and encouraging and developing a team environment • Promote cooperative working and networking between YMCA Trinity Group Childcare settings. • Have up to date knowledge and understanding of Early Years practices and current curricula attending training courses as appropriate ensuring staff are updated with new legislation and legal requirements. • Monitor and evaluate the effectiveness and quality of the services provided, recommending and implementing changes when necessary.

- Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
- Ensure Health and Safety policies are implemented and that risk assessments are completed as necessary, ensuring staff are undertaking all appropriate risk assessments for activities, equipment and environment.
- Support the induction of staff, students and volunteers.
- Train and guide staff in order to fulfil their role and provide appropriate supervision ensuring personal development is implemented
- Supervise and provide training and advice to apprentices, students and work experience placements
- Support regular team meetings
- Implement all organisational and department policies ensuring staff are complying with them, these include safeguarding and equality and diversity
- Work towards and achieve agreed quality assurance schemes
- Ensure excellent customer service is provided and queries or complaints are dealt with in line with organisation policy
- Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
- Offer a commitment to work unsocial hours when required.

Other Tasks

- Any other jobs within the capabilities of the post holder.

PERSON SPECIFICATION

Post: Deputy Room Leader

Education / Qualifications / Knowledge:	Essential	Desirable
Educated to Level 3 early years qualification or equivalent	✓	
A thorough knowledge of legislation, guidance and standards relating to early years provision and childcare	✓	
Leadership and management awareness		✓
Extensive working knowledge of the EYFS	✓	
A knowledge and understanding of the need to value the views, skills and expertise of others		✓
A knowledge of integrated work procedures (CAF)	✓	
Knowledge and understanding of SEN Code of Practice and safeguarding	✓	
Aptitudes and skills:		
Good verbal and written communication skills and ability to relate well to children and adults	✓	
Knowledge of Health and Safety at work		✓
Ability to manage, motivate and coordinate staff and volunteers appropriately and effectively	✓	
Good organisational skills	✓	
Able to exercise close attention to detail and maintain accuracy levels	✓	
Able to present self and work effectively	✓	
Able to work alone and in a team, with good interpersonal skills	✓	
Able to communicate with a wide range of staff and external contacts	✓	
Good time management and an ability to prioritise	✓	
Excellent IT skills		✓

Experience:		
At least 2 years post qualifying experience working in an early years setting	✓	
Experience of monitoring and formally evaluating projects/ programmes		✓
Experience of leading, managing and motivating a staff team		✓
Personal qualities:		
Be sympathetic and committed to the Christian aims and purposes of YMCA Trinity Group	✓	
Have personal and professional integrity	✓	
Have a vision of an integrated and inclusive programme of activities		✓
A genuine respect and regard for children and families, understanding the issues that impact on their lives	✓	
To show a commitment and enthusiasm towards achieving positive outcomes for service users	✓	
Be able to work on own initiative	✓	
Understand and respect the principles of confidentiality	✓	
Circumstances:		
Able to work under pressure and work extended and unsocial hours	✓	
Full driving licence with access to own car		✓
Able to meet the demands of the post with or without reasonable adjustment	✓	
Equal opportunities:		
An understanding of equal opportunities issues	✓	
Commitment to Equal Opportunities legislation and an understanding of, and commitment to work within the principles of diversity	✓	