



St Comgall's Pre-School Education Centre

St Comgall's Parish Centre

23 Brunswick Road, Bangor BT20 3DS

Leader: Colette O'Reilly

Job Title: Deputy Preschool Leader

Responsible to: Preschool Leader

Hourly Rate: JNC Scale 10-17, starting at £13.34 per hour

Hours of Work: Part-time, Monday to Friday, 25 hours per week (term time)

Closing Date: Friday 5th April 2024

Interview Date: Week of 25th- 28th March

Aim: At St Comgall's Pre School the staff are committed to delivering excellent outcomes and creating a safe, stimulating, flexible and enjoyable environment for all children to reach their full potential. We provide activities built upon the children's interests, natural curiosity and matched to each child's current and emerging capabilities.

Summary of Main Responsibilities

The Management Committee is responsible for the overall policy of St Comgall's Pre School. The Pre School-Deputy Leader is accountable to the Pre School Management Committee through the Pre School Leader. The Pre School-Deputy Leader is responsible for supporting the Pre School Leader with the running of the Pre School. The Deputy Leader supports in providing a safe, welcoming, rich learning environment for children.

The Pre School-Deputy Leader reports to the Pre School Leader.

Duties:

1. The Pre School-Deputy Leader together with the Pre School Leader is responsible for the overall safety and well-being of the children and for implementing the standards and regulations as required by Social Services and other relevant agencies.
2. The Deputy Leader together with the Leader is responsible for the support and supervision of staff on a day-to day basis.
3. Supports Leader as required in leading team, planning meetings, ensuring: -
 - (i) Implementation of the pre School Curriculum as stated from Department of Education using the Pre School Curricular guidance.
 - (ii) A forward plan is prepared for the Pre School session.
 - (iii) Preparatory work is carried out and there is a progression in play opportunities throughout the year.



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(iv) Written planning records are maintained on a daily basis.

(v) Contribution to children's play and development records.

(vi) A culture of reflective practice.

(vii) Integration and self-evaluation in the ethos of the Centre.

4. Supports and if required organises staff in the preparation of materials and in setting up the learning environment.
5. Observes and assesses each individual child's needs and when necessary, meets with the key-workers, and creates plans to meet these.
6. Listens to, encourages and supports the children's learning as appropriate.
7. Has responsibility to support plans for special events and outings for children.
8. Supports the Leader in ensuring that parents are fully informed about their child's progress at regular intervals. Assists in maintaining confidential written records of each child's play and development.
9. Attends relevant, ongoing training courses and evening meetings as agreed with the Management Committee and as outlined in the 3 Year School Development Plan. Course fees will be met by the Pre School-Committee for approved training.
10. Helps maintain staff morale and when necessary, acts appropriately under the Disciplinary and Grievance Policies.
11. If required to do so assists with the development/training of staff. The Deputy Leader will keep up to date with best practice elsewhere.
12. Ensures that the premises, property and equipment are clean, safe and secure and brings any deficiencies to the attention of the Leader.
13. Complies with statutory rules and orders, including health and safety at work regulations.
14. Supplies information and reports if requested to do so.
15. Undertakes any other duties that the Leader may reasonably require.
16. The Pre School-Deputy Leader should bring to the Leader's attention any matter which could bring the Pre School into disrepute and report any accident, complaint, or untoward incident immediately to the Leader.
17. The Pre School-Deputy Leader should keep confidential any information regarding the children, their families, or other staff of the Pre School, which she/he learns in the course of their work. Such information should be passed on to the leader without delay. Only if, in the interests of the child, she/he believes that the Leader is not taking adequate action should she/he report the matter to the pre-School Committee.

Guidance regarding child protection procedures can be found in the Early Years Publication, "Protecting Children" and in the local Social Services Guidelines.



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Personal Specification Preschool Deputy Leader

	Essential criteria	Desirable criteria
Education and Training	<ul style="list-style-type: none"> A relevant childcare qualification at QCF level 5 (Diploma in Childcare, Learning and Development (Management) or equivalent * <p>*(We may consider applicants who are currently undertaking a course of study that will lead to a relevant qualification within 2 years of appointment)</p>	<ul style="list-style-type: none"> A BA in Early Years Childhood Studies or equivalent. Current Paediatric First Aid certificate. Current Basic Food Hygiene Certificate Current Child Protection Training. (Within 2 years) Any other additional and relevant qualifications associated with the Early Years Early Years Inclusion Team Capacity Building Training
Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience of working with children in a group-based setting in a paid capacity, in accordance with the Minimum Standards for Childminding and Day Care for Children Under Age 12, giving knowledge and understanding of child development and the needs of children and their families. 	<ul style="list-style-type: none"> Experience as a deputy leader or in a managerial role
Knowledge	<ul style="list-style-type: none"> Knowledge of the Early Years Curriculum. Knowledge of planning, observation, and evaluation. Understand the importance of parental involvement. Good knowledge and understanding of safeguarding and child protection procedures. Good understanding of DHSSPS Minimum standards Good knowledge and understanding of the NI Pre-school Curricular Guidelines Knowledge of child development including age-appropriate areas of learning. 	<ul style="list-style-type: none"> Knowledge of all processes and documentation required for ETI in regard to Inspection.



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Skills and Abilities	<ul style="list-style-type: none"> • Leadership skills and ability to lead a staff team in the absence of the leader. • Ability to record and pass on information accurately. • Ability to plan and organise. • ICT skills. • Ability to recognise and identify problems and deal appropriately with conflict. • The ability to lift children and equipment when required. • The ability to develop and implement policies and procedures. • The ability to create and maintain a safe and purposeful learning environment for 3 - 4-year-old children. • The ability and articulacy to interact effectively with young children 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Ability to relate effectively with all groups, parents, carers, children and staff. • Demonstrate a good level of written, spoken and numerical skills. • Honest, trustworthy & reliable • Enthusiastic with a genuine desire to work with children. • To always maintain complete confidentiality • Commitment to Ongoing Professional Development • A friendly, caring, helpful and patient disposition. • An ability to ensure adherence to health and safety legislation and best practice. 	<ul style="list-style-type: none"> • Willing to participate in school activities outside the hours for which you are paid e.g., training, meetings, open evenings etc. • Sense of fun and good humour.



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