

Pre School Deputy Supervisor, Peterborough Pre School Service, Paston Fundays

To start work as soon as recruitment checks are complete in the new Academic Year

21 hours per week (Mon, Weds, Thurs, Fri: 11.30am –3.30 pm Tues 11.30 am -4.30 pm for planning meeting)

£9.32 per hour

Term Time Only Contract (40 weeks per year plus 25 days paid annual leave in school holidays)

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

Paston Fundays operates from Honeyhill Children's Centre in Paston. The setting is spacious and includes a large outdoor area with regular visits into the local community. We provide sessional care for children aged 2, 3 and 4.

The successful candidate will need to hold a full and valid Early Years qualification at a minimum of Level 3. Experience of working at a supervisory level, or with additional responsibilities, in a setting is desirable. We seek a highly motivated and enthusiastic individual who has excellent teaching skills within early years. Familiarity with how to claim funding and other Local Authority systems would be beneficial. Experience of taking a lead role in Safeguarding and/or SEN would be an advantage.

Key responsibilities:

- Supporting the supervisor to lead a staff team to provide a safe and stimulating learning environment.
- Taking an active part in planning activities to progress learning and development.
- Monitoring progress across the cohort and completing data analysis to compare groups of children.
- Taking responsibility for a key group of children.
- Building strong relationships with parents/carers and involving them in the setting.
- Ensuring all policies and procedures are correctly implemented in the setting.
- Accurate record keeping including headcount details, EYPP returns, petty cash, absence records etc.
- Building strong links and professional relationships with local partners.
- Supporting the team in using the local environment regularly to enhance learning opportunities.
- Ensuring safeguarding is a priority and supporting staff with report writing and attendance at meetings/case conferences.
- Ensuring SEN are identified quickly and EHA is completed, where appropriate.
- Family Action welcomes applications from all sections of the community. We are committed to Equality, Diversity & Inclusion in all that we do and know that greater diversity will lead to even greater results for families and children.

What will we offer you?

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we'll invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative, non-hierarchical organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Please complete an application form to be considered for the role.

For an application pack and further information visit www.family-action.org.uk/workingwithus

Any questions? Please enquire locally via karen.woodcock@family-action.org.uk

Please email completed applications to: completed.application17@family-action.org.uk

Closing date: 13th August 2021, 9am

Interview date: TBC

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.