



Little Rainbows Playgroup



Job Title: Deputy Playgroup Leader

Responsible to: Playgroup Leader

Hourly Rate: To be agreed depending upon skills and experience

Hours of Work: Part-time, Tuesday to Friday, 18 hours per week (term time)

Aim: At Little Rainbows Playgroup the staff are committed 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.

Job Purpose: The Deputy Playgroup Leader will be responsible for supporting the Playgroup Leader with the day-to-day running of the Playgroup to ensure safe, stimulating play in a safe, caring and welcoming environment for children and their families in line with DHSSPS Minimum Standards for Childminding and Day Care for Children Under Age 12, the Children (Northern Ireland) Order 1995, and the United Nations Convention on the Rights of the Child.

The Deputy Playgroup Leader will work along with other staff to develop opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

This will include:

- Involvement in planning, preparing and delivering play-based activities appropriate for children aged 2 years 10 months - 4 years.
- Contributing to short and medium-term planning for the Playgroup.
- The assessment, monitoring and recording of individual children's development.
- Responsible for supporting the Playgroup Leader with the management and development of other playgroup staff as required.
- To help develop the Playgroup in terms of reputation and growth.

Essential Criteria:

- A relevant childcare qualification at QCF level 5 (Diploma in Childcare, Learning and Development (Management) or equivalent *
- 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.
- 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.
- Knowledge of the Early Years Curriculum.
- Knowledge of planning, observation and evaluation.
- Ability to recognise and identify problems and deal appropriately with conflict.
- Ability to lift children and equipment when required.
- Friendly, helpful, caring, flexible, open minded, patient and approachable.
- Willingness to attend afternoon/evening meetings and training on occasions.
- Understand the importance of parental involvement.
- Awareness of quality and equality of opportunity.

* We may consider applicants who are currently undertaking a course of study that will lead to a relevant qualification within 2 years of appointment

Desirable Criteria:

- Experience as a deputy leader or in a managerial role
- Recent work in a pre-pre or preschool setting
- Relevant training in management of early years settings
- Experience of observation, planning and record keeping.
- Demonstrable ability to cope with many different roles and responsibilities.
- Self-confidence and the ability to relate well to outside agencies and professionals.

Responsibilities:

- To help prepare and fully set out the playroom appropriately before the session commences and tidy up after the session ends.
- Help to ensure good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in relevant legislation and guidelines.
- To be involved in the completion and review of risk assessments of the setting.
- To provide safe, stimulating group play to meet the social, emotional, language, creative, physical, imaginative and emotional needs of each child in line with the Early Years curriculum and stages of development.
- To establish productive working relationships with children, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all children within the Playgroup and provide and maintain equality of opportunity for all children and their families.
- To work with the Playgroup Leader to organise and manage an appropriate learning environment and resources.
- To select and prepare resources to take account of the children's interests, language and cultural background.
- Advise the Playgroup Leader of any matter requiring attention such as concerns about a child or equipment needing repair/replacement
- To liaise with the Playgroup Leader and all relevant bodies to gather the necessary information for the Health and Social Care Trust to ensure that the Playgroup is satisfying all the necessary legal and statutory requirements.
- To securely keep confidential any personal information regarding children, their families or other staff which you learn as part of your role.
- To keep up-to-date records of progress and achievements in activities systematically providing evidence of the range and level of progress and attainment of key children and amend plans as appropriate.
- Encourage parental involvement in the Playgroup and in the child's learning.
- Keep parents/carers of key children up to date on the progress of their child to include up to two interviews per year.
- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- To support the Playgroup Leader with the management any staff and students/volunteers within the Playgroup
- To be responsible for a positive contribution to regular staff and planning meetings in order that all staff will be fully aware of their roles and the progression of the curriculum throughout the year.
- To participate in ongoing personal development, training and other learning activities as appropriate.
- To ensure wider communication of the Playgroup activities by being involved in producing monthly newsletters and updating social media to engage with parents/carers.

- To take part in and assist with the organisation of fundraising activities and special events.
- In the absence of the Leader, the Deputy Leader will assume all the responsibilities and tasks of the Playgroup Leader.
- Complete any other reasonable duties relevant to the post.