



JOB DESCRIPTION

Pre-school Deputy

Job Description

The Harvest Centre Belief's, Values and Mission

The Harvest Children's Centre Pre-school is a ministry of Brandon Full Gospel Church and their belief's values and mission are shared by The Harvest Children's Centre.

We believe in the gospel message that God so loved the world that He gave his only Son, that whosoever should believe in Him shall not perish but have everlasting life.

We value the Bible as the inerrant Word of God and that it is profitable for edification, rebuke and comfort.

Our mission is to bring the gospel message of Jesus as Saviour in a meaningful and relevant way to the people in our community.

Our vision is to provide a high standard of Early Years childcare and education in a Christian setting where children and their families are inspired to follow Christ.

We will share Christian belief's through prayers, bible stories and singing songs demonstrating biblical concepts and principals as part of the early years curriculum.

The pre-school is for the community and is committed to demonstrating God's love to the families in Brandon and the surrounding areas in a practical and relevant way.

Safeguarding Policy Statement

We recognise that the welfare of all children is paramount and that all children, regardless of ability or culture – have equal rights of protection. Under the Children Act 1989, we have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst at The Harvest Children's Centre and it is a requirement of the post to adhere to this commitment.

All successful applicants will be required to complete an enhanced Criminal Records Bureau Check.



Part of Brandon Full Gospel Church
Registered Charity No. 1052729
Setting Manager- Sue Barton
E-mail- preschool@theharvestcentre.com
Mobile- 07765979528
The Harvest Centre, Fengate Drove, Brandon, IP27 0PW



1. JOB PURPOSE

- To deliver an effective EYFS curriculum, which will include, planning, assessment, observations, completing learning stories, being a keyworker.
- To promote and sustain a high level of care and education for all children at The Harvest Children Centre celebrating and demonstrating Christian concepts as a core value in all we do.
- To assist the manager to carry out the day-to-day management of the setting, including staff management and administration, liaising with parents.
- Promote spiritual, moral, social, cultural development (SMSCD) which will include; prayers, thanks-giving and teaching bible stories as part of our daily story time
- To supervise and support all staff, students and volunteers to achieve high standards of practice

Context

- Working with children,
- Working with staff
- Liaising with parents/carers
- Liaising with other agencies and services

2. LINE MANAGEMENT

Responsible to:

The Setting Manager and the Brandon Full Gospel Church Trust

Hours of work

32 Hours

Term Time

Pay

£7.50/hour

Probationary Period-

6 months



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3. DUTIES AND KEY RESPONSIBILITIES

- Supporting and leading daily prayers and singing songs to teach Christian principles and values as part of our early years curriculum
- Work closely with parents of children at The Harvest Children's Centre and offer to support them with prayer and Christian counsel
- The Deputy should be willing to provide a Christian Character reference from a leader in their church

Supporting the manager with staff management/team development

In the managers absence you will be required to fulfil their role and responsibilities

- Ensure the settings safeguarding policy is adhered to by all staff and volunteers
- Assist the manager with maintaining the comprehensive completion of all records in the day-to-day running of the setting
- Assessment of pupils progress
- Implement and plan effectively for the EYFS
- Implement the key person approach
- Help write IEP's where appropriate for children with additional needs.
- Support the manager in coordinating staff meetings as appropriate, including agendas, training, planning and minutes are in place
- Cooperate with the manager in maintaining staffing schedules and holiday rotas
- Assist with overseeing the parent rota/volunteer staff, ensuring they are properly inducted, supported and trained within the setting
- Work with the manager to maintain an accurate, up-to-date and confidential personnel management record
- Actively promote and facilitate relevant staff training, fostering a positive approach towards continuous professional development
- Collaborate with the manager to maintain a training plan
- Assist the manager with the supervision and training of student placements at the setting
- Support the manager to prepare reports to share with the steering committee of Brandon Full Gospel Church Trust as required





High standards of care and education

- Ensure all staff understand, follow and comply with the setting's policies, procedures and standards, including health and safety, hygiene, inclusion, code of conduct and confidentiality etc.
 - Provide intimate care where appropriate
 - Assist the manager with monitoring the quality and suitability of resources.
 - Ensure the building and equipment is safe, suitable for use and maintained safely and efficiently
 - Establish effective and positive communications with the local authority and other professional agencies, bodies and services
 - Continually update knowledge of Early Years Foundation Stage (EYFS)/Ofsted inspection statutory guidance and welfare standards and update the setting's self-evaluation
 - Ensure all staff meet the ethos and requirements of The Harvest Children Centre by supporting the manager with providing access to training to ensure that Continuous Professional Development (CPD) is promoted and kept up-to-date.
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