



**Job Title:** Daycare Manager & SENDco

**Job Purpose:** To work alongside the other daycare manager to lead the provision of Early Education and Daycare to highest possible standards of learning and care including managing the team effectively and setting high expectations.

To be the lead of the SEND team and support in the delivery of effective and inclusive care and education of children identified as having an additional need.

**Salary:** £26,866 - £30,099 pro rata

**Contract:** Permanent

**Location:** Brentry & Henbury Children's Centres

**Reports to:** Director

**Hours:** 33 hours per week, hours will be spread out across the week to meet the needs of the centre. All year round.

**Annual leave:** 25 days pro-rata plus public holidays

**Key responsibilities of the role include:**

Leadership and management of the Daycare and Early Years practitioners, provision and resources

Leading the team in the delivery of effective inclusive care and education of children

Actively engaging with parents and carers to encourage their participation in their children's learning.

Management of data related to measures of good levels of development and effective learning.

Managing the allocation of places, such that the best possible use is made of resources, including staffing.

Working with as part of the Senior Leadership Team, to create an environment that encourages a culture of learning, change improvement and positivity

Active involvement in all Safeguarding and Child Protection issues, related to children attending Daycare.

To be responsible for the supervision and support of the SEND team across the centre. To oversee the day-to-day planning and delivery of all aspects of care and education to children identified as having an additional need in the Centres in accordance with policies and requirements.

To ensure that the activities provided for identified children in every area are appropriately planned, monitored and evaluated and accurate records are kept and maintained for all children with additional needs.

To participate in the recruitment process and liaise with the Centre Manager regarding staffing issues relating to children with additional needs.

To support and maintain effective communications throughout the Centre.

To represent the Centre at meetings, conferences and training events, networking and establishing effective partnership working with other professionals involved with children with additional needs.

**Duties and responsibilities include, but are not confined to the following:**

**1. Strategic Leadership and Vision**

Working as part of the Senior Leadership Team to develop and implement our strategic plans.

Communicating BHCC's vision clearly to all staff, volunteers, parents and partners.

Take the lead on issues related to Early Education and Daycare ensuring the centre team can respond to changing requirements, policies and research to benefit local children and inform future improvement.

Delivering Pedagogical Leadership as part of the Management Team including working with colleagues collaboratively across the Centre to ensure effective integrated provision is maintained.

Understanding the requirements and aspirations of the organisations core purpose and the EYFS and communicating this to colleagues.

Managing and developing Daycare staff, ensuring high standards are maintained for young children and their families.

Managing the Daycare team to provide the optimum child centred learning and care environment and appropriate support to families. This includes, providing inductions, supervision, appraisals, performance management and monitoring and evaluation and responding to individual staff's training and development needs.

Leading upon the development of all aspects of inclusion within Daycare

**2. Building Relationships and partnerships**

Modelling BHCC's values, in both internal and external relationships.

Providing mentoring and modelling good practice with Lead and Early Years Practitioners to build relationships and grow skills and leadership capacity.

Ensuring that Early Education and Daycare services are child centred and that positive relationships are built with parents and carers to support children's learning and development such that partnership with parents is a high priority.

To liaise with staff, parents and other professionals as appropriate regarding the development of the children. Provide support for colleagues where necessary by advising and assisting in the production of individual plans

To attend and chair meetings with parents and carers, where needed.

Building relationships with colleagues in partner agencies, such as health and social care, to ensure maximum effectiveness and rigorous safeguarding in multi agency work.

Maintaining close contact with Daycare and Education colleagues in North Bristol to gain support and information regarding changes in the sector and developments in practice.

To represent the centre at meetings, conferences, training events and networking events, establishing effective partnership working with other professionals.

### **3. Budget and Finance**

Having a pro-active focus on maximising occupancy of Daycare facilities.

Working with the Finance Manager to have a current knowledge and understanding of the budget for the Centre and the impact on BHCC service delivery.

Managing any delegated budget in relation to Early Education and Daycare provision in collaboration with the Finance Manager.

Working with the team to ensure value for money and cost effectiveness, in Daycare and Early Education provision.

Securing the optimum staffing levels to meet both quality, and sustainability objectives.

Plan, support and participate in fundraising events when possible.

### **4. Communicating the BHCC message**

Ensure that all communication and publicity from the Centre is consistent with the BHCC brand and of high quality.

Ensuring Daycare services are promoted pro-actively using local opportunities to distribute high quality publicity.

Confidently support families with advice or sign-post to relevant services where necessary.

Using all appropriate mediums of communication to update Parents and the wider community on current events, information and initiatives both in respect of the wider Centre and specifically for your site

### **5. Governance and General BHCC activities**

Contributing to reports for trustees meetings via the Director and occasional attendance at trustees meetings as requested.

Attending and reporting at Senior Leadership Team meetings.

Ensuring there is a structure in place for Daycare team meetings with notes and actions recorded.

Ensuring that all policies and procedures related to HR and employment are deployed in managing staff.

Annually review Centre Policies with a particular emphasis on ensuring all appropriate policies and procedures are in place related to the care and education of children, including development of new policies as required.

Ensuring that the Daycare provision is always adequately and appropriately staffed and managed.

Ensure that all statutory obligations related to staff training is fulfilled.

Act upon safeguarding and Child Protection issues by devising tailored plans of support for where appropriate and to identify and where necessary.

Ensuring that staff use and maintain the appropriate recording, assessment and evaluation tools in their work with service users, volunteers and partners.

Work within the Senior Leadership team to ensure services meet Ofsted and statutory and local authority requirements.

Promoting a safe working environment by monitoring all equipment and furniture, ensuring correct ratios and following all health and safety procedures, such as initiating fire drills and risk assessments.

Working with the Business Support Team to maintain staff records in respect of recruitment, appointments, contracts, leave and training records.

Using all available IT, expedient to the function of the role.

## **6. Curriculum and Monitoring and Evaluation**

Ensuring the team are maintaining a focus on high quality and excellent standards in terms of the care and learning experiences of children and using systems to record, review and evaluate.

Leading, reviewing and Implementing service changes and improvements.

Review data and Parent and Professional feedback to inform and shape changes to services.

Actively contribute to Self-Evaluation and Improvement Plan

Using the Monitoring and Evaluation cycle to timetable regular observations and reviews of practice in all Daycare areas, analysing and acting upon learning.

Ensuring that the individual needs of every child are recognised, taking positive action to meet any individual needs.

Reviewing all practice as part of Monitoring and Evaluation ensuring high standards are maintained.

Researching, developing and implementing new early years approaches to delivering early years education and daycare.

To undertake additional duties and responsibilities as required, commensurate with the role.

## **Individual Specification.**

## **Education, Experience and skills**

### **Essential**

- Minimum level 3 qualification in Early Years.
- Recent Advanced level Child Protection training or willingness to undertake asap
- Experience of being a SENCo in another setting or willing to undertake SENCo training.
- Management experience including provision of supervision, performance management and appraisals.
- Working knowledge and experience of running high quality cost effective Daycare and Early Education provision.
- Knowledge of relevant policies and procedures relating to child protection, health and safety and confidentiality.
- Experience in leading and dealing with challenging Safeguarding and Child Protection issues.
- Experience of effective inclusive practice and supporting children with educational needs.
- Working knowledge of child development and the multiple factors that impact on this.
- Working knowledge and understanding of Early Years Foundation Stage provision and the quality and standards required.
- Knowledge of Ofsted, government and local authority legislation and requirements related to Early Years and Education.
- IT skills including knowledge of and familiarity with IT systems such as Microsoft Office and be able to navigate the emails and internet.
- An ability to prioritise work, manage time and ensure targets and deadlines are met.
- Experience of Multi Agency working in supporting families and working with Parents/Carers.
- Evidence of a commitment to continuing professional development and growing best practice.
- Good communication skills and experience in record keeping and report writing.
- In depth knowledge related to children with additional and complex needs.

### **Desirable**

- Level 5 or above, Early Years Qualification.
- An understanding of and commitment to early intervention in working with families.
- An understanding of budgets and experience of managing a budget.
- Experience of working in the public sector or voluntary organisations.
- An understanding of, and commitment to, collaborative leadership.
- Experience in attending family meetings/case conferences.
- Experience in delivering training.
- A commitment to working as part of the organisation to develop networks of support for local families.
- Knowledge of using Family and CPOMS

### **Additional requirements**

- To fulfil the duties of this post, a current driving licence, daily access to a vehicle and appropriate insurance is essential.

### **Application information**

Completed application forms must be received by: 5.00pm Monday 3<sup>rd</sup> January 2022.

Email documents to: [brentry@bhchildrenscentre.org.uk](mailto:brentry@bhchildrenscentre.org.uk)

For further information please call 0117 959 3800

Interview date: Week commencing 3 January 2022

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

**Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

**Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place shortly after the closing date. Shortlisted candidates will be given more details.

**References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.