

Job Description

Manager

Taunton Opportunity Group (TOG) is a specialist pre-school provision for children with special educational needs and/or disabilities living in Taunton Deane and its surrounding areas. It is TOG's mission to help its children realise their potential by working closely with parents/carers and by providing a tailored curriculum of appropriate and inclusive play and activities.

Position Details			
Location	Wooden Spoon House, Crowcombe Road, Taunton TA2 7NF		
Job title	Manager		
Pay	£20,659 gross per annum for 44.6 weeks per year		
Hours of work	30 hours per week		
Contract type	Permanent		
Reports to	Holly Burchett	Title	Chair of Trustees
Responsible for	Deputy Manager, Play Leaders, Apprentices and Playroom Volunteers		

Role Summary

You will have overall responsibility for the welfare, safety and education of children attending TOG. With support from the Deputy Manager, you will lead and manage TOG's Play Leaders, apprentices and playroom volunteers on a day-to-day basis; ensuring TOG provides high quality education and care for its pre-school children and their families. You will liaise with external healthcare professionals; you will be a key point of contact for parents/carers; you will review annually and implement TOG's policies and procedures. You will be employed to work during term-time (39 weeks per year), and you will receive pay for 5.6 weeks' annual leave per year.

Main Duties

- To be responsible for all the children at TOG and, if necessary, to act as Key Person for up to 2 children.
- To line manage TOG's Deputy Manager, Play Leaders and apprentices, including the allocation of key children and the supervision of Key Worker record keeping.
- To mentor Level 2 and Level 3 Early Years Practitioner apprentices and to coordinate with the affiliated education institution regarding progress and completion of the qualification.
- To ensure that performance management systems are followed, and employees are supported through induction, supervision, team meetings and annual performance appraisals.
- To identify in-service training needs and to arrange paid training opportunities for employees, both collective and individual, as required.
- To draw up and to supervise the daily curriculum programme, considering the requirements of the Early Years Foundation Stage (EYFS).
- To monitor the effectiveness and quality of the setting's curriculum programme over the school year, making amendments as necessary.

To manage the payment of private sessional fees and to ensure Early Years Entitlement funding applications and High Needs Funding applications are submitted as required.

To act as a key point of contact for current and prospective parents/carers.

To liaise with Key Workers and parents/carers on the creation and submission of Education, Health and Care Plans (EHCP), Pre-School Entry Plans (PSEP) and School Entry Plans (SEP).

To liaise with external healthcare professionals and parents/carers on individual care plans, making sure each child has the appropriate care plans in place.

To coordinate the completion of Early Help Assessments (EHA) and family service plans if required.

To arrange community professional site visits as required.

To liaise with other early years settings where children are dual placed.

To oversee the delivery of TOG's stay and play sessions and multi-sensory unit hire use.

To ensure statutory 2-year-old checks are completed for TOG children as and when is needed.

To maintain and update the setting's records and with the support of the Treasurer, to oversee the petty cash system and invoicing.

To make sure TOG's standards of hygiene and safety are high and kept in line with the setting's policies and procedures.

To oversee the welfare and safety of children attending the setting and to act on and report to the Board of Trustees any child protection concerns, in line with the setting's Safeguarding Policy.

To comply with the requirements of the General Data Protection Regulation (GDPR) as set out in the setting's Data Protection Policy, and to keep confidential any information which is acquired as part of the job.

To support TOG to achieve and maintain its outstanding Ofsted rating at the next inspection.

To attend the Board of Trustees' half-termly committee meetings and to prepare a short report.

To be a key holder for Wooden Spoon House and to be a main contact for the alarm system company.

The postholder will be required to undertake any other reasonable duties as discussed and directed by the Board of Trustees.

Person Specification

Essential

- At least 2 years' proven experience of working in an early years care and education setting.
- At least 2 years' experience of managing a team in an early years setting or equivalent.
- Experience of working with children with special educational needs.
- Level 3 early years education and childcare qualification or equivalent.
- Level 4 or above Maths and English GCSE qualification.
- Sound knowledge of safeguarding and child protection.
- Sound knowledge of EYFS and child development from birth to five years.
- Good time management and IT skills.
- Good written and oral communication skills.
- Ability to work as part of a team.
- Knowledge of data protection and information management practices.
- Knowledge of The SEND Code of Practice.
- Commitment to equal opportunities for employees and service users.
- Willingness to undertake further professional development training.

Desirable

- Level 4 or above early years education and childcare qualification or degree.
- Previous experience as a designated safeguarding lead.
- An understanding of Early Years Entitlement and High Needs Funding processes.
- An understanding of developmental journals.
- Early Years SENCo course certification.
- Food hygiene certification.
- First Aid certification.

Disclosure and Barring Service

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must disclose any convictions and/or orders which have been made against them.

Applications

Please send a covering letter and CV to Holly Burchett, Chair of Trustees.

Email address: chair@tauntonopportunitygroup.org.uk

Application deadline: 5pm on Thursday 28th November

Interview date: interviews will take place the week commencing Monday 9th December.