

**Howe Dell Day Care  
Hatfield  
Job Description**

<b>Title</b>	<b>Team Leader / Deputy Team Leader</b>
<b>Qualification</b>	<b>Level 3 and above</b>
<b>Department</b>	<b>Howe Dell Day Care part of Howe Dell School</b>
<b>Salary</b>	<b>H4 Depending on experience</b>
<b>Hours</b>	<b>37 hours per week</b>
<b>Reports to</b>	<b>Day Care Manager</b>

### **1. Job summary**

- To contribute to the provision of a Day Care service that offers high quality experiences for children aged 0 – 5 years.
- To provide services to promote the ethos of the Day Care agenda.
- To lead and support Early Years Practitioners within Day Care.
- To be a senior member of the Day Care team undertaking a management role in the absence of Day Care managers.
- To work as part of the Day Care leadership team to support the running of Day Care.

### **2. Context**

- Day Care provides services of education, health and social care to children 3months – 5 years.
- Day Care is currently open 5 days a week, 50 weeks a year from 8am to 6pm. Times are open to change in the light of the needs of the community.
- Staff must be able to work to a roster system between 7.30am and 6pm in order to ensure appropriate staffing levels and expertise are maintained throughout the Day Care opening periods.
- Staff must be enthusiastic and put the child at the centre of their work.
- On occasions staff are requested to attend out of hours' parent's evenings, training sessions, staff meetings and whole school events.

### **3. Responsibilities**

- To promote a quality practice within your designated room and across Day Care.
- To ensure Early Years Foundation Stage requirements are implemented within your designated room.

- To lead and support other Early Years Practitioners and carry out regular supervisions with your designated staff team.
- To supervise other members of staff and students.
- To ensure the safety and welfare of children in Day Care.
- To show initiative in enhancing services.
- To plan and provide a programme of activities suitable to the developmental range of children within each group.
- To ensure activities take into account the individual needs of each child by implementing a key person system.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.
- To have responsibility for the assessment, recording and monitoring of the needs of a designated group of children.
- To plan and record appropriate activities that promote the learning and development of children and meet Ofsted standards.
- To work with colleagues to develop innovative ways to enhance the services provided to children and their families.
- To take responsibility for personal development within the setting.
- Liaise with parents, carers and other visitors making them feel welcome and ensuring they receive appropriate information and advice.
- Follow and have input into policies and procedures to maintain The Early Years Foundation Stage curriculum and welfare requirements.
- To record Child Protection concerns and report these concerns to the designated person.
- Any other duties of an appropriate nature and level may also be required.

#### **4. Equality**

- Be aware of and support diversity.
- Ensure all children have equality of access to opportunities to learn and develop.
- Carry out duties with full regard to the Council's Equal Opportunities Policies, including Hertfordshire County Council's Policies 'Putting People First' and 'Getting it Right' in terms of employment and service delivery.

#### **5. Health and safety**

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- To be vigilant in relation to safeguarding children and to have training updated for safeguarding of children in our care throughout employment.
- Training may include Designated Person for Safeguarding training as Senior Practitioners may be required to be a DSP for Day Care in the absence of any other DSP.



- Take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- The completion of a health declaration form will be required on successful appointment.

## **6. Criminal Records Bureau**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. If you are invited to interview you will receive more information.

**Howe Dell is an organisation that takes safer recruiting seriously and rigorous checks will be made as part of the process relating to any appointments to the School, Children's Centre and Day Care.**

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**