



Deputy Childcare Manager Recruitment Pack



Welcome to St Chad's!

As a main community hub for our residents, we support a wide range of individuals and families. We focus on the locations of Bensham, Saltwell, Teams, Lobley Hill and Central Gateshead. We focus our support to people from low income households, refugees and asylum seekers. Despite the challenges people face, we know everyone has the potential to thrive and fulfil their potential with a little extra help. We are here for all ages, backgrounds and circumstances. The charity acts as a first point of contact for many vulnerable or at risk local people. We deliver a range of preventative and integrated services to help hard pressed families and individuals during difficult periods of their lives with practical, social and mental wellbeing support.

Our Key Strategic Pillars

Children and Family

OFSTED registered childcare

1-1 Family Support

Family Support Groups



Commercial and Retail

St Chad's Thrift Shop

St Chad's Market



Community Services

Partnership Project

ESOL Classes In-person and online

Men's & Women's Group



You can read more about the work we do on our website -

www.stchadscommunityproject.org

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Our Vision, Mission and Values

Our **vision** is to build a vibrant and resilient community in Bensham.

Our **mission** is to offer a range of community focused services that support residents to become empowered and connected, helping create one community.

Our core values

We add real value – we offer relevant services that meet our community's needs, making a difference in the quality of our resident's lives.

We are trustworthy – we trust and respect each other, our residents, and delivery partners. Everything we do is underpinned by mutual respect.

We are supportive – we are friendly and approachable; we build trust and rapport with our residents and delivery partners through teamwork.

We are professional – our standards and delivery are exemplary. Our staff, volunteers, and trustees are fully trained and have personal development plans to help them become the best versions of themselves.

We demonstrate **behaviours** based on our **core values**:

We are responsive – we recognise our community has changing needs, and we will be flexible in our response to meet existing and emerging needs.

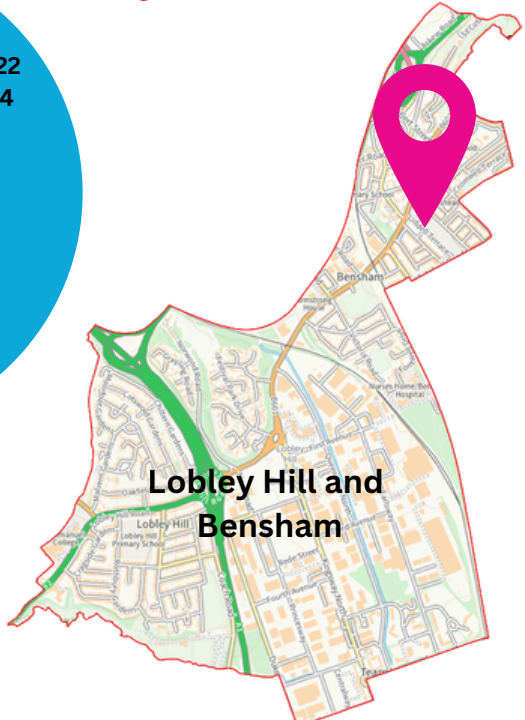
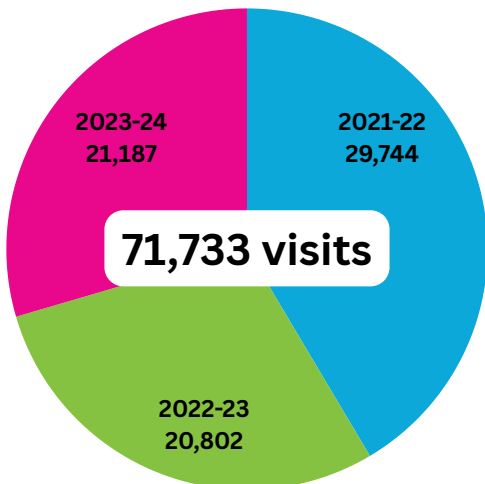
We are respected – we are proud of what we do, and we are professional in our delivery.

We are trusted – we will be open, inclusive, non-judgemental, and supportive of each other and our community.

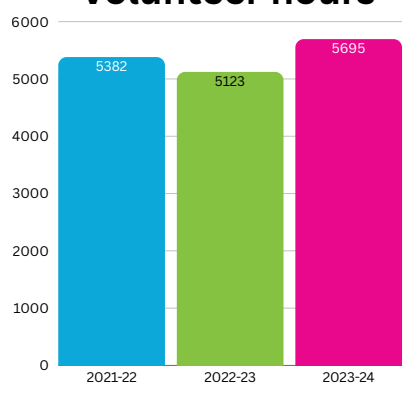
We are accountable – in everything we do.

We are welcoming – we will always greet you with a smile, and a gentle and appropriate sense of humour.

“ St Chad’s is a safe space for me ”



16,200 volunteer hours





Building a vibrant and resilient community

21 Liddell Terrace
Bensham
Gateshead
NE8 1YN

 0191 490 1032

 ltreception@stchadscommunityproject.org

Role Description

Role:	Deputy Childcare Manager
Strategic Pillar:	Children and Family Services
Salary:	£28,587 - £31,237 per annum dependant on experience
DBS checks:	Enhanced DBS will be required upon appointment
Reports to:	Head of Children and Family Services
Contract type:	Permanent
Hours of work:	37.5 hours per week

Main purpose

At St Chad's Community Project we are on a mission to support our community to thrive. In 2024 we welcomed 21,817 visits to our building and our Family Support team worked with 1,546 families. We have an Ofsted rated 'Good' childcare service, deeply embedded in the local community of Bensham, Gateshead. We offer nursery, creche, out of school clubs including local school pick ups and holiday care.

We are committed to providing:

- Sessions that always prioritise the safeguarding of the children.
- Regular consultation with parents and children and listening to the 'child's voice'.
- Resources for children to plan their own play opportunities.
- A free flow environment allowing children access to the garden area at all times, no matter the weather!
- Ambitious play opportunities that promote the child's development, self esteem and confidence.
- A staff team that is qualified, approachable and supportive towards children's needs and the needs of their family.
- Services that will follow legislation to date, for example, OFSTED regulation, The Children and Families Act 2014, EYFS, Every Child Matters.

We are looking for a dedicated and experienced Deputy Childcare Manager to support the day-to-day operations of our setting, ensuring high-quality care and early years education for all children.

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St Chad's Community Project is a company limited by guarantee (No. 4136596) and a Registered Charity (No. 1085793)

Role Description - Deputy Childcare Manager (cont.)

Main responsibilities

All employees of St Chad's Community Project are required to ensure our mission, vision and values are at the centre of all operational decisions and champion equality, equity, diversity and inclusion. There is an expectation that you will be flexible to work outside of office hours when necessary to complete the duties of the post and be committed to continue your own professional development.

Key areas of responsibility include;

Leadership and Management

- Deputise for Head of Children and Family Services in their absence.
- Work with the rest of the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working within childcare provision.
- Lead training, development, and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Manage and plan the day-to-day running of activities, including efficient use of resources and time.
- Prepare for Ofsted inspections and work towards the early years provision's inspection goals.
- Keep up to date with the requirements of the EYFS framework.
- Uphold safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities including family cultures and medical history.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld in line with government guidance for early years education settings.

Activity Planning and Development

- Lead the team in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Monitor the progress of children and report evaluated data to the room leader.
- Share and model outstanding practice.

Role Description - Deputy Childcare Manager (cont.)

Communication

- Develop and maintain effective relationships with parents, colleagues, external agencies and the local community for the benefit of the children and family needs.
- Develop and maintain links with the LA advisory and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting. To uphold the profile of the early years provision and its standards
- Attend regular staff meetings when requested by the management.
- Communicate any local and national changes relating to early years and early years provision settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to other settings e.g schools.
- Have an understanding of how to appropriately communicate with all children in the early years provision, including those with SEND.

Additional duties

- Promote the health and wellbeing of all children in the early years provision.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Deal with challenging behaviour.
- Assist with administrative duties where necessary.
- Displays to be changed regularly and in line with themes, season, children's interests at the charity's high standard.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonable duties as requested by your line manager.
- Ensure that risk assessments for the rooms and outside area are carried out. Ensure that the room is kept tidy and organised to allow effective learning.
- Ensure that resources, toys and equipment are organised, stored correctly, labelled, cleaned regularly and any breakages are report to the management team.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

Personal specification - Deputy Childcare Manager

All St Chad's staff members must...

- Show a commitment to and enthusiasm for our vision, mission and values.
- Be able to cope with the demands of the post and commit to attending training.
- Have the ability to treat beneficiaries and colleagues in accordance with policies on equalities and dignity at work, safeguarding and health and safety.
- Have a genuine interest and ability in building supportive relationships.
- Be able to work as part of a team.
- Have the ability to organise and prioritise work, alongside delegating and managing the workloads of others.
- Have a flexible and 'can do' attitude. Be resilient, able to think on one's feet to address and solve problems.
- Be innovative and forward thinking.
- Be able to work in a changing environment and take people with you.

Qualifications and training

Essential	Desirable
• Level 3 Early Years qualification or higher	• Relevant safeguarding and child protection training undertaken and a willingness to update training regularly

Skills and experience

Essential	Desirable
• Experience in a management role • At least two years of experience in an childcare environment • Experience monitoring and recording a child's development • Experience working alongside a SLT to develop the quality of the curriculum and learning activities	• Experience of working with children with SEND, and children with emotional and behavioural difficulties

Personal specification - Deputy Childcare Manager (cont.)

Knowledge
The successful candidate will have...
• An in-depth knowledge and understanding of the national curriculum and EYFS framework • An in-depth knowledge of current legislation • An ability to take a lead role in innovative curricular development • An understanding of curriculum and pedagogical issues in relation to EYFS • Creative and stimulating teaching strategies which engage and motivate children • An ability to identify problem areas and suggest appropriate measures for improvement • An ability to analyse, understand, interpret and respond to performance data • An understanding of professional development opportunities for EYFS • A clear understanding of how to monitor staff performance and communicate this to a senior leadership team • An ability to maintain consistently high standards and ensure quality of teaching • A wide knowledge of educational terminology • A clear understanding of child development and how this contributes to teaching strategies
Personal traits
The successful candidate will have...
• Excellent communication skills, both written and verbal • Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience • An ability to establish and maintain professional working relationships • An ability to manage and prioritise a demanding workload, and that of others, if necessary • A high level of accuracy and attention to detail • Excellent time management skills and organisation • An ability to model good practice and engage in self-reflection • An ability to think strategically and manage problems • Good customer service skills, acting with a calm and courteous manner • A positive approach to learning and gaining new skills through teamwork and training opportunities

Application Process

We would love to hear from you if you think you could be a good fit for the role.

To apply please email
jaskaur@stchadscommunityproject.org
for an application pack and instructions.

Application deadline
midnight on Friday 24th July.



If you have any questions about the role we would be more than happy to arrange a phone call or a visit to chat things through. Please get in touch via the contact email above and one of the team will be in touch.

We look forward to hearing from you!



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