



Job Description - Roles and Responsibilities

Job Title:	ASSISTANT MANAGER
Location:	The Growing Tree 2, Ballaghaderreen, Co. Roscommon
Responsible to:	Manager and Service Management
Hours of Work:	20 hours per week (Flexibility will be required as this may increase with onsite service demand)
Contract:	ECCE calendar contract available

Overall Purpose of Job:

The Assistant Manager/Senior Early Years Educator will have a leadership role within the overall Early Childhood Care and Education (ECCE) staff team. He/she will be responsible for the efficient coordination of the daily running an ECCE room in line with Childcare Preschool Services Regulations 2006 and The Growing Tree 2 Childcare Service policies and procedures. He/she will be responsible for the ongoing professional development and supervision of staff within The Growing Tree 2 service/room. He/she is responsible for ensuring that the room is appropriately prepared for a TUSLA preschool inspection at any stage and that any child protection concerns are reported to the statutory authorities (TUSLA & Garda.) He/she will sign up to the services policies & procedures and practices.

Roles and Responsibilities

- Assist and support the Manager in the daily running of the Preschool in accordance with The Child Care Act 1991 (Early Years Services) Regulations 2016, DES and best practice
- Assist and support the Manager in managing daily programmes, observations, audits, inductions and staff rostering
- Support and supervise all staff to the best of their abilities
- Ensure the service operates within their internal policies and procedures in conjunction with ratio guidelines, legislation & any regulatory requirements
- Establish and maintain positive and open relationships with families, children, external support agencies and staff that are based on respect and equality.

He/she will demonstrate leadership within The Growing Tree 2 service in the following areas:

Leadership and Management

- Be an advocate and show leadership in delivering best practice in Early Childhood Care & Education
- Develop own leadership skills & style
- Demonstrate leadership within the team by keeping up to date with current research and trends in the ECCE sector and sharing that with the team and beyond
- Develop a staff professional development and skills assessment plan for yourself and all staff you are responsible for
- Ensure that all staff comply with the employee code of behaviour and the code of behaviour for children.

Welfare & Development of the Child

- Be an advocate for children's rights and ensuring best outcomes for all children
- Be responsible for the overall safety and welfare of the children
- As designated Person, ensure that the Children First National Guidance for the Protection and Welfare of Children are being followed in relation to child protection concerns & in line with The Growing Tree child protection policy
- Adhere to the Childcare (Preschool services) Regulations 2006 and all other relevant legislation and regulations
- In conjunction with staff, formulate a daily routine for the children which offers a wide variety of play activities. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child
- Ensure that the room(s) is set up before each session and tidied up at the end in accordance with daily routine plans and activities
- Ensure that regular observations are carried out on each child and that appropriate notes are kept and parents updated on a regular basis
- Ensure that an appropriate curriculum with educational content is being implemented in line with Síolta the national quality framework and Aistear the national curriculum framework
- Ensure that the curriculum provided meets the individual needs of all children attending the service
- Ensure that the service is operating to the standards of the TUSLA Pre-School Regulations 2006
- Ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children and the service and in keeping with The Growing Trees' child protection policy, confidentiality policy and data management policy.

Health & Safety

- Contribute to the monitoring of The Growing Trees' Health & Safety procedures
- Ensure that the first aid box is always stocked up

- Ensure that fire drills are organised on a monthly basis
- Be aware of the Health and Safety at Work Act 2005 and its contents
- Ensure that the environment is safe and free from hazardous conditions for the children, staff and customers
- Record any incidents/accidents that happen in the setting
- Ensure that management is informed of possible health and safety concerns in order for them to be in a position to risk assess and rectify if appropriate.

Communication

- Ensure parents are updated regarding child's progress
- Involve parents as much as possible in activities/outings/events within The Growing Tree 2 service
- Ensure parents are fully informed of services policies and any new developments
- He/she will work as part of an ECCE team.

Supervision and Administration

- Participate in support and supervision with manager
- Supervise, mentor & support other staff in The Growing Tree 2 service
- Liaise with manager regarding support and supervision meetings with staff on a quarterly basis or as appropriate
- Liaise with manager to organise staff rotas to ensure that the room ratios are complied with at all times in line with regulations
- Records and paperwork to be maintained as required
- Review, update and further develop policies and procedures in conjunction with management and staff annually and more often if required.

Assistant Manager/ Senior Early Years Educator is responsible to inform/report to the management about:

- Any complaints received from parents regarding staff members or service
- Any concerns regarding safety of premises or equipment etc
- Difficulties/conflicts between staff that have been unresolved
- Child Protection Concerns (on a needs to know basis & in line with services own child protection policy)
- Repairs/replacements of equipment.

Continuing Professional Development (CPD) & Training:

You must demonstrate a commitment to ongoing professional development by attending training, events, seminars etc at the request of management and also by demonstrating your own initiative in accessing CPD opportunities. Engagement with outside support agencies is encouraged to support your own professional development.

- Undertake to attend and complete Roscommon County Childcare Committees National Early Years Child Protection & Welfare Training Programme & any subsequent Child Protection Programmes as required
- Renew/update first aid
- Engage in ongoing training and professional development such as Síolta and Aistear and as identified by management
- Access management and peer support and avail of mentoring, training and support & supervision opportunities from both an internal and external perspective where appropriate.

Any other duties that may be assigned by management

CONFIDENTIALITY OF THE CHILDREN, PARENTS AND STAFF TO BE MAINTAINED AT ALL TIMES

NOTE

This job description is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.



**An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige**
Department of Children, Equality,
Disability, Integration and Youth



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*