



Old Vicarage School

DEPUTY HEAD OF LITTLE VIC – JOB DESCRIPTION

The Role

The Deputy Head of Little Vic reports to the Head of LV and is responsible for supporting the Head of LV in the day to day running of the Little Vic and for staff management.

The Deputy Head of Little Vic will support the Head of LV by:

- Working with the Little Vic team to provide a safe, stimulating and caring Early Years learning environment;
- Fostering a warm, welcoming and positive environment for the children, parents and staff;
- Ensuring that the Little Vic team works together effectively and efficiently, by providing excellent organisational ability, leadership and management skills;
- Communicate effectively with parents on all matters relating to the care and welfare of pupils, including hosting curriculum mornings, parents' evenings and written reports;
- Having a detailed and thorough knowledge of The Early Years Curriculum and being responsible for the development, reviewing and updating of the Little Vic Pre-School Curriculum;
- Promoting and maintaining high standards of good professional practice;
- Setting priorities and co-ordinating action plans for the Little Vic that lead to the best educational experience for the children;
- Overseeing and/or undertaking the regular assessment of pupils, including the Little Vic baseline to enable progress tracking;
- Working with the Reception Class teachers to ensure continuity, progression and a smooth transition between the Pre-School and Reception classes;
- Supporting the efforts of the Registrar to promote Little Vic in the local community;
- Keeping abreast of current thinking by undertaking appropriate CPD training;
- Demonstrating resilience and supporting others during challenging and stressful situations;
- Developing a productive and cordial working relationship with key members of the Church staff;
- Undertaking any other duties the Head or Head of EYFS deem necessary.

Management, Communication and Organisation

- Monitoring the daily safety check of the premises;
- Ensuring staff provide a warm welcome and goodbye at the start and end of each session;
- Overseeing the organisation, maintenance and provision of materials, resources and equipment;
- Liaise with the OVS Cover Manager to ensure cover is organised for absent colleagues.
- Work with the School Bursar and HR & Compliance Manager to ensure all necessary policies, procedures and risk assessments are in place, followed and updated as necessary.

Staff

- Providing advice, guidance and support to the Little Vic staff.
- Assisting with the recruitment and induction of new staff.
- Contributing to the implementation of an efficient staff appraisal and development procedure.

Events

- Arranging activities which engage the children and their parents.
- Hosting open mornings for parents which celebrates the work of the children.
- Holding curriculum and parent/teacher meetings each year.
- Planning and organise outings.

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Essential

- Qualified Teacher Status (QTS) or a Level 6 Early Years qualification (e.g., Early Years Teacher Status (EYT), Early Years Professional Status (EYPS), BA in Early Childhood Studies).
- Paediatric First Aid (or willingness to obtain immediately).
- Up to date Safeguarding/Child Protection training.
- Eligibility to work in the UK.
- Strong knowledge and practical understanding of the EYFS and early childhood development.
- Phonics
- Experience teaching or leading within an early years or nursery environment.
- Ability to support the Head in strategic leadership, daily operations, and quality of provision.
- Strong leadership skills including staff supervision, coaching, and performance management.
- Excellent communication skills with the ability to build positive relationships with parents, children, staff and external agencies.
- Thorough understanding of safeguarding, SEND, behaviour guidance, and inclusion.
- Ability to maintain high standards of documentation, compliance, assessment and curriculum delivery.
- Strong organisational skills, able to manage multiple priorities while maintaining a calm, professional manner.
- Confident using digital systems for communication, planning, and assessment.

Desirable

- Designated Safeguarding Lead (DSL) qualification.
- Leadership training (e.g., NPQ in Early Years Leadership or equivalent).
- Experience as Deputy Head, Room Leader or similar leadership position in early years.
- Experience contributing to inspections, school improvement plans, or self-evaluation.