Deputy Nursery Manager and SENCO

Applicant Information Pack

Riverbank Nursery
at Teesside High School

Deputy Nursery Manager and SENCO

CONTRACT Full time/part time

SALARY £33,196

ANNUAL LEAVE 23 days plus Bank Holidays plus 4 additional days during our Christmas closure

CLOSING DATE Wednesday 2 December 2026

INTRODUCTION

Following its successful opening in April 2026, Riverbank Nursery at Teesside High School is expanding. We are seeking a second Deputy Nursery Manager who will also serve as Room Lead and lead setting-wide Special Educational Needs and Disabilities (SEND) provision as SENCO.

Riverbank is a close-knit, caring setting supporting children aged 6 months to 4 years. This post combines hands-on room leadership, operational nursery management, and specialised inclusion management to ensure every child receives tailored, high-quality care and support.

PURPOSE OF THE ROLE

The postholder will balance three core responsibilities: providing exemplary room leadership within the early years setting, supporting the Nursery Manager in operational, administrative, strategic and financial management and leading SEND and inclusion practice across the nursery.

KEY RESPONSIBILITIES

1. Room Lead & Early Learning

- Lead, support and inspire the room team in delivering engaging, EYFS-aligned learning activities and daily routines.
- Create and maintain a safe, stimulating and enabling indoor and outdoor environment.
- Plan and deliver engaging, age-appropriate activities that reflect the EYFS and respond to children's interests.
- Model exemplary practice in care routines, interactions and the provision of early education, responding to children's interests.
- Complete regular observations, assessments and learning journeys, sharing insights with parents in a meaningful and supportive way.
- Build warm, trusting relationships with children and maintain open communication with parents and carers regarding their child's development.
- Support smooth transitions for children between rooms and into school provision.
- Maintain the highest standards of hygiene across childcare, food preparation and changing areas.
- Support staff through effective inductions, training and ongoing professional development.
- Represent Riverbank Nursery with pride, upholding its ethos, values and professional standards at all times.

2. Deputy Nursery Manager

- Deputise for the Nursery Manager during absences and support the day-to-day management and administration of the setting.
- Assist with admissions, prospective family tours, room rotas and staffing levels in line with regulatory requirements.
- Support staff recruitment, induction, appraisal and continuous professional development across the team.
- Collaborate on marketing initiatives, Open Events, social media presence and family engagement forums.
- Work with the Nursery Manager and Bursar on budget management, occupancy targets and resource ordering.
- Foster effective communication with the parent body through regular updates, newsletters and meetings.
- Ensure full statutory compliance with EYFS, Ofsted, Food Safety Regulations and data protection legislation.
- Oversee apprenticeship placements, ensuring effective supervision, without compromising the delivery of outstanding provision to children and families.
- Build and maintain strong relationships with parents, carers, staff and external agencies, building trust and confidence in Teesside High School as a provider of exceptional education.
- Support the use of social media and other platforms to enhance reputation and engagement.
- Undertake additional duties as required, adapting flexibly to organisational needs.

3. SENCO

- Lead and champion inclusive practice across the nursery setting as SENCO.
- Maintain the SEN register, manage the graduated approach and write, review and evaluate targeted support plans.
- Liaise with external agencies and specialists, as required.
- Guide, train and mentor nursery staff on early identification, adaptive strategies and inclusive practice.

4. Safeguarding, Health & Safety

- Uphold safeguarding and child protection policies, acting in the best interests of children at all times.
- Conduct regular risk assessments and maintain high standards of safety, hygiene, first aid, emergency and security procedures.

PERSON SPECIFICATION

Qualifications & Experience:

- Full and relevant Level 3 Early Years Educator qualification as a minimum (e.g., NNEB, NVQ L3, Foundation Degree).
- Early Years Level 3 SENCO qualification.
- Minimum 2 years' early years experience with proven experience in a leadership, room lead, or SENCO role.
- GCSE English and Mathematics at Grade C/4 or above (or equivalent).
- Strong working knowledge of the EYFS framework, SEND Code of Practice, and safeguarding requirements.
- Current Paediatric First Aid qualification (or willingness to obtain).

Personal Qualities:

- Warm, approachable and deeply committed to nurturing young children.
- Strong communication, organisational and team leadership skills.
- Passion for creating inclusive, high-quality, child-centered learning environments.
- Dedicated to safeguarding, inclusion, continuous professional learning and excellence.

WHY JOIN US?

We value work-life balance and offer competitive benefits to ensure our staff feel valued and supported:

- Generous leave: 23 days annual leave plus Bank Holidays, plus additional closure days between Christmas and New Year.
- Catering & perks: Discounted high-quality school lunches during term time, free refreshments, staff uniform and free on-site parking.
- Financial benefits: Staff fee discount and contributory pension scheme.
- Well-being: Access to the school gym outside of school hours.
- Professional growth: Comprehensive induction, regular ongoing internal/external training, and structured career progression plans.

SAFEGUARDING POLICY

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

THE APPLICATION PROCESS

For application forms and further details please contact the School on 01642 782095 or via recruitment@teessidehigh.co.uk
Completed application and equal opportunities forms should be returned with a covering letter and CV to recruitment@teessidehigh.co.uk

Please note that we may review applications before the closing date; therefore, we would like to encourage interested candidates to apply as soon as possible.