



WILLOW  DEN

WHERE CHILDREN THRIVE OUTDOORS

**EARLY YEARS  
DEPUTY MANAGER**

**WILLOW DEN AT  
THE FALKIRK WHEEL**

## Background

Willow Den Scotland is a fully outdoor nature-based early learning and childcare (ELC) organisation. Our nurseries are designed for children aged 3 years to school age, in a range of locations across Scotland. We will measure our achievements through the success of our profit-for-purpose model and our social impact.

Willow Den was founded in 2020 by Inspiring Scotland to increase the availability and accessibility of outdoor nurseries across Scotland, enabling more children to thrive outdoors. Inspiring Scotland has been supporting the development of outdoor play through its various funds since 2008, establishing Willow Den as a trading arm is a continuation of this work.

Our vision is for every family to have the choice for their child to play and learn outdoors.

Our mission is to improve children's health and well-being in Scotland through access to full outdoor Early Learning and Childcare.



## Role Description

The Deputy Manager will work with the Manager/Multi Site Manager playing a key role in embedding quality at Willow Den. We are seeking an enthusiastic, highly organised early years professional who is confident supervising people, managing time and resources to ensure children experience exceptional outdoor early learning and childcare.

A passion for delivering fully outdoor play-based learning for young children is essential. But that is not all. We are looking for a Deputy Manager who will 'walk the talk', who can support the creation of play and learning experiences that are high quality and child-led.

The role is suited to someone who likes people management, tasks and creativity. You must ensure compliance tasks are completed regularly and that support staff with purposeful and spontaneous planning.

## Responsibilities

- Support the Manager in planning, designing, and continually developing our outdoor spaces
- Initially hold a Key Worker role providing positive experiences and interactions for children
- Support your line manager in the day to day running of the nursery
- Manage the team on days/times when the Manager/Multi Site Manager is at other locations/is absent ensuring standard of care are maintained.
- Lead by example providing a role model for children and staff
- Manage risk assessments (ensuring they are in place and up to date)
- Work with the Manager and staff team to create high quality provocations and positive learning experiences

## Responsibilities continued

- Support the Manager/Multi Site Manager implementing planning for learning ensuring a balance of purposeful and spontaneous planning, evaluations, and appropriate next steps
- Regularly update your professional knowledge and develop skills related to your role
- Build relationships and clear communication with parents, families and all relevant agencies
- Offer direct support to the Manager embedding planning for improvement using the Care Inspectorate Quality Framework and HGIOELC to ensure positive outcomes for children
- Proactively manage and support EYP's, support staff, and students in their day to day role
- Lead of reflective practice
- Use technology to communicate children's progress
- Ensure policies and procedures are understood and implemented
- Take part and contribute in policy creation and reviews



## Skills & Abilities

- Confidently lead the day-to-day operations (preparation, set up, delivery)
- Active listening and responding
- Solve and suggest solutions to problems
- Good IT skills in Microsoft word essential
- Good organisation and record keeping
- Model how to follow children's interests
- Excellent communication skills
- Able to use initiative think independently

## Personal Specifications - Essential

- Qualified or working to SCQF level 8 (HNC.SVQ 4) and willing to work towards level 9
- Two years experience in a Senior EYP role or supervisory role
- Excellent knowledge and implementation of Realising the Ambition
- Full, clean PVG membership
- Must be able to register with SSSC Lead Practitioner/Manager
- Experience ensuring staff compliance with all relevant regulations, policies and procedures (staff/students/volunteers)
- Be able to implement self-evaluation for improvement using HGIOELC and/or Care Inspectorate's Quality Framework for Daycare
- Full understanding of the National Standard for Early Learning and Childcare and what is required from ELC providers
- Experience implementing Health and Safety procedures and Risk Assessments and be able to contribute towards creating and reviewing these
- Competent with online communication, and completing children's learning journals to a high standard
- Self-starter able to use initiative and implement and lead the daily routine
- A passion for outdoor play-based learning



## Personal Specifications - Desirable

- Able to build a fire for heat and warmth
- Keen on career progression
- Practitioners seeking promotion should demonstrate experience taking responsibility for specific pieces of work (Fire Warden, CP Depute Coordinator, Outdoor Play Champion)
- Understand the impact of positive interactions
- Confidently create experiences and spaces that provoke curiosity with children outdoors
- Have an in depth knowledge of purposeful and reflective planning
- Have CPD demonstrating skills and knowledge of outdoor play (fire building/risky play/messy maths, etc.)
- Experience supporting the nursery with Care Inspectorate inspections or other similar regulatory bodies

## Personal Qualities

- Resilient with the ability to lead outdoors without supervision
- Approachable and friendly
- Good verbal and written communication skills
- Positive, 'can-do' approach
- Passion for outdoor learning
- Collaboration and team working comes naturally

## Inclusion and Diversity

The Willow Den team is made up of diverse people from all kinds of backgrounds bringing vast and unique experiences, all united in our passion for outdoor Early Learning and Childcare.



## Terms of Engagement

Report to the Multi Site Manager for Willow Den

- Hours of work: Full time / Flexible Working Patterns Available
- Contract Basis: Permanent
- Salary scale £27,000 to £30,000 based on skills and experience
- Employer pension contribution 7%
- Location: Falkirk Wheel

Reference ID: Deputy Manager Falkirk Wheel

Job Types: Full-time, part time, job share available.

## How do I apply?

Please apply online at [www.willowden.scot/jobs](http://www.willowden.scot/jobs) enclosing your CV and cover letter detailing how you believe your skills, knowledge and experience match the job description.

**Closing date: 29th January 2023**

The application process expects informal online conversations followed by formal in person interviews including a visit to the nursery setting. You will be given the opportunity to showcase both your ELC knowledge and management skills.



# WILLOW DEN

WHERE CHILDREN THRIVE OUTDOORS

