



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Nursery Room Supervisor

Working Hours:

Monday to Friday, All Year Round, 8am to 5pm

Remuneration:

£10 per hour

Responsible to:

Headmaster

Main Responsibilities

Childcare & Education

- Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
- Observe, support and extend children's learning.
- To create and implement a planned programme of activities in conjunction with other staff suitable for the EYFS curriculum and children's individual needs and interests. This must include rich and diverse outdoor play experiences.
- To prepare and implement activities that are suitable to the age, stage and interests and development needs of the children.
- Maintain accurate and effective children's records.
- Work in partnership with parents/carers and other family members.
- Demonstrate good, inclusive practice with regard to children with special needs, differing cultures, religions and backgrounds.
- Ensure that children are kept safe and that staff understand, and when necessary follow, safeguarding Procedures.
- Ensure the nutritional needs of the children are met and Food Safety Regulations are complied with.
- Comply with the statutory framework for the EYFS and relevant legislation including the Children Act 1989 and 2004.
- Develop and maintain highly professional working relationships with advisory teachers, schools, and other agencies that may visit the setting.
- Learn about current developments in childcare and education policy and practice.
- Be a key person carrying out all related responsibilities which includes completing Learning Journey folders and building relationships with a small group of children and their families.
- To supervise staff and students within the classroom in which they are the Room Supervisor and to ensure that all daily routines are adhered to and records (register, overall room numbers, weekly and medium planning, communication books) are kept up to date.

Health and Safety

- Ensure that assessments are regularly completed and to support other staff working in the room by offering advice and moderating any Learning Journeys and assessments, including 2 year old reviews.
- To oversee an effective keyworker system within the room they work.
- To liaise with other Room Supervisors to provide a smooth transition for children.
- To assist the Head of Early Years and Deputy Head of Nursery in the smooth running of the Nursery.
- To reflect on daily practice and identify areas for continual improvement.
- To ensure that any identified development needs are raised with the management team
- To deal with any parent/carer issues or concerns in a timely manner and forward to the Head of Early Years as necessary.
- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Administer first aid in the case of minor injuries and provide comfort and care for an unwell child (if Paediatric first aid trained)
- Ensure the general cleanliness of the children at all times washing and changing children as required. Following the procedures outlined in the Intimate care policy.
- Adhere to all Health and Safety policies and procedures, including the procedure of recording accidents, near misses and incidents.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.
- To remove any potential hazards and report any concerns or breaches regarding health and safety to the Head of Early Years, or in her absence the Deputy Head of Nursery.

Operational

- Promote the nursery to current parents and potential customers.
- Work with the management of the Nursery and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

Staff

- Work as a team with other staff members.
- Support and be a role model to fellow colleagues and mentor students.
- To look upon the department as a 'whole' and if your own classroom is quiet consider where your help could be most utilised e.g. end of day jobs in the communal areas.
- Be responsible for participating in all self-development activities including appraisals and supervisions etc.
- Develop and promote parental partnership and involvement.

<u>General</u>	<ul style="list-style-type: none"> • Uphold standards within Lucton School by adhering to the ethos, decisions made by the School or Nursery management, all policies, procedures and risk assessments. • Undertake other duties as reasonably requested by Nursery management. • Be prepared to undertake additional training and qualifications • To be flexible when occasionally working hours might be changed. This also includes to be involved with out of working hours activities, e.g. training, planning/staff meetings, parent and curriculum evenings, Christmas party, etc. • To be adaptable within the working environment and undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleaning of equipment and other such duties and responsibilities of an equivalent nature as may be determined from time to time by the manager. • Staff must be aware that during his or her employment he or she may be party to confidential information concerning children, parents and other staff at Lucton School and Nursery and their business. Staff must not disclose or allow the disclosure of any confidential information, unless this compromises a child's safety and welfare, in which case they must disclose sensitive and confidential information to appropriate agencies.
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Person Specification

Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills. • A Childcare and Education qualification equivalent to NVQ level 3 and above 	<ul style="list-style-type: none"> • A Childcare and Education qualification above level 3 • Training of working with children under 2 years old. • A positive approach to completing short courses and qualifications. 	<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p>
Experience	Experience of working with children aged 0 - 5years within an educational context.	<ul style="list-style-type: none"> • Recent experience of working in education. • Experience of working with children with special educational needs. 	<p>Application Form</p> <p>Production of the Applicant's certificates</p> <p>Interview</p> <p>Professional references</p>
Skills and Abilities	<ul style="list-style-type: none"> • An ability to communicate effectively 	<ul style="list-style-type: none"> • Paediatric First aid qualification 	Application Form

	both verbally and in writing. <ul style="list-style-type: none"> • An ability to devise and implement a range of strategies to support learning and enjoyment of learning. • Good literacy and numeracy skills. 	<ul style="list-style-type: none"> • Food Hygiene level 2 • To contribute to the overall development of the school 	Production of the Applicant's certificates Interview Professional references
Knowledge	<ul style="list-style-type: none"> • A sound knowledge of child development for children aged birth to five years • An understanding of the Early Years Foundation Stage (EYFS) curriculum • An understanding of a play-based approach to children's learning and the value of outdoor experiences. • Understanding the role of the key worker 	<ul style="list-style-type: none"> • A knowledge and understanding of current thinking on childcare and education • Knowledge and understanding of the statutory framework of the EYFS • Knowledge of child protection procedures and Safeguarding level 1 	Application Form Interview
Personal competencies and qualities	<ul style="list-style-type: none"> • Good communication skills both written and verbal • Ability to develop effective relationships with colleagues, parents and outside agencies • Ability to plan and organise workload • An understanding and commitment to equal opportunities • An understanding of Health and Safety in the workplace • A willingness to undertake further relevant training including some evenings and weekends • Punctuality • Patience • Reliability and trustworthiness 	<ul style="list-style-type: none"> • Driving licence • Ability to use computer and software packages 	Application Form Interview