

Job Description – Early Years Supervisor



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Early Years Supervisor

Reports to: Headteacher

Liaison with: Headteacher, Hub Business Managers, School-based administrators, Childcare Workers and Parents.

Main Job Purpose

To be responsible for the day to day running of the day care and nursery provision, taking a lead role in the provision of the service, including the supervision of staff.

Main Duties

- Coordinating the provision of a caring, safe, secure and stimulating environment for the children.
- To plan the curriculum to meet the needs and maximise the development of each child, including those with SEND.
- To deliver a curriculum, which leads towards the meeting of agreed objectives and targets.
- Ensure children's development records are accurately maintained and educational continuity is supported and maintained.
- To prepare activities and organise resources for each session.
- To be involved in the development of other staff, including training, assessment, monitoring and supervision.
- To ensure the smooth and safe running of the provision by ensuring adequate timetabling of staff.
- To liaise with the Headteacher and Foundation Stage Leader, reporting progress and risks on a regular basis.
- To lead the team in offering high-quality daycare provision.
- To support the induction and further training of Early Years Practitioners.
- To oversee the appraisal of all colleagues in the setting.
- Be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement, liaise with parents as required, and maintain confidentiality.
- Attend meetings and professional learning opportunities as required.
- Engage with and liaise with external agencies as required
- Ensure the smooth transition of children to their next phase of education including liaison with Reception staff and the handover of information.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Health and Safety and Safeguarding

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy, promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Work within the school policies and procedures.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Early Years Supervisor



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Key Criteria	Essential	Desirable	Assessed
Education, Training and Qualifications	<ul style="list-style-type: none"> • Relevant NVQ3 or higher. • First Aid qualification. • Willingness to undertake child protection training. 	<ul style="list-style-type: none"> • NPQ EYL • Child Protection Training. • Food hygiene certificate. • Health and Safety Training. 	Application Form Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal, including tact and diplomacy. • Excellent organisational skills. • Ability to prioritise, work under pressure and to meet strict deadlines. • Ability to work as part of a team. • Conflict management skills. 		Application Form Interview
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of working with children. • Contribution towards EYFS education plans. • Experience of keeping written records of children's achievements including observations. • Knowledge of child development and learning processes with reference to particular barriers to learning. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of leading/managing other staff. • Ability to action plan and respond to local and national initiatives. 	Application Form Interview
Personal Attributes	<ul style="list-style-type: none"> • Enthusiasm for learning and working with children. • Ability to work independently on own initiative and also to contribute as part of a team. • Willingness and ability to be flexible in duties and hours worked. • Ability to get on well with a wide variety of people, be tactful and ensure confidentiality. • An interest in issues relating to teaching & learning. • Commitment to own professional learning • Smart and professional appearance. • Commitment to safeguarding and protecting the welfare of children. • Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long-term running of the school. • Support the Trust's values of love, hope and joy. 		Application Form Interview