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Beacon Community College, Green Lane, Crowborough, TN6 2DY Tel: 01892 611 887

Job Description – Over 2’s Room Supervisor

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| **LOCATION:** | Tiddlers Nursery, Beacon Community College, Green Lane Crowborough, TN6 2DY |
| **JOB TITLE:** | Over 2’s Room Supervisor |
| **RESPONSIBLE TO:** | Nursery Manager and/or Deputy Nursery Manager |
| **MAIN PURPOSE OF THE JOB:** | To take a lead the day-today management of the over two’s provision and to work effectively as part of a multi-disciplinary team, providing a stimulating and caring learning environment. |

**Main Functions**

**Service Delivery**

1. To plan, prepare and participate in a range of activities that promote each child’s physical, intellectual and emotional needs to enable each child to reach their full potential. To implement activities which encourage linguistic and social interaction between children, practitioners and carers.
2. To be responsible for a group of key children, by observing, monitoring and accurately recording each individuals development in accordance with the curriculum planning of the Early Years Foundation Stage (EYFS)
3. To promote the philosophy of ‘learning through play’
4. To encourage children in exploration and idependance in the nursery setting
5. To ensure that all children are treated as unique individuals with respect and full consideration, in line with our Equal Opportunities Policy
6. To be the lead Safeguarding officer and hold training to reflect this role. To ensure all Safeguarding documentation is completed effectively and to keep up to date with legislative changes
7. To communicate with parents and carers about the day-to-day needs if the children by fostering parental involvement and encouraging positive parenting skills.
8. To participate in parent evenings / open days as required.
9. To attend planning meetings and take an active lead in the planning.

Partnership Work and Professional Development

1. To keep up to date with developments in childcare, early education and parent education through regular training as appropriate
2. To have a flexible approach to work, which may involve undertaking duties in support of the other activities within the nursery
3. To attend staff, team meeting and mulit agency meetings as appropriate

Management

1. To support, liaise and communicate with all staff members to foster a team approach to the running of the nursery and continuity of care or the children
2. To support staff with regards to Induction and specific roles and responsibilities.
3. To offer support and mentoring to students, trainees and volunteers, liaising with colleges when required

Statutory Duties

1. To ensure the over two’s environment meets health and safety requirements
2. To ensure that all equipment is maintained to high standards in line with relevant health and safety policies and risk assessments
3. To ensure the provision of the Children Act 2004 and the Childcare Act 2006 and other statutory requirements are adhered to throughout the nursery
4. To support the manager with providing the necessary information required for monitoring the provision
5. To maintain records and documentation that comply with statutory requirements
6. To comply with Safeguarding Children’s Procedures
7. To assist with Ofsted inspections and documentation
8. To adhere to and respect confidentiality with regard to children and families
9. To apply consistently the principles of Equal Opportunities
10. To participate in regular supervisions and annual appraisal sessions, setting targets, identifying training needs and reviewing performance
11. To offer support to trainees, students and volunteers as required
12. To maintain records and documentation that complies with statutory requirements, and to support others with completion of such documents
13. To complete such domestic duties i.e. preparing snack/lunch or cleaning the nursery/equipment
14. To complete regular observations and assessments of all the children particularly children within the relevant keyworker group

This job description sets out the duties of the post at the time it is drawn up. The post holder may be required from time to time to undertake other duties with the nursery as may be reasonable, without changing the general character of the duties of the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

Post Title: Over Twos Room Supervisor

Location: Tiddlers Nursery, Crowborough

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * Ability to follow instructions and work on own initiative as necessary. * Communicate effectively with parents, carers and other professionals. * Keep accurate records. * Promote high health and safety standards. * Ability to promote a stimulating, caring and safe environment for children. * Able to establish positive relationships with children * Ability to assess and record children’s progress * Ability to plan within the Early Years Foundation Stage * Ability to motivate team members and be a team player |  | * Application form / Interview |
| **Education &**  **Qualifications** | * N.V.Q. 3 in Childcare and Education or equivalent. * Ability to demonstrate additional training courses attended. | Further recent and relevant training or qualifications e.g. child protection, food hygiene, paediatric first aid  Foundation degree in Early Years, NVQ 4 or above or Early Years Professional Status | * Application form / certificates |
| **Knowledge** | * Working knowledge of:   + Children Act 2004   + Childcare Act 2006   + The EYFS   + The statutory framework   + The Every Child Matters Agenda * A full understanding of the Sussex Child Protection and Safeguarding Procedures * Have a thorough knowledge of child development 0-5 years. |  | * Application form / Interview |
| **Experience** | * Experience in a childcare setting * Liaising with parents and other professionals * Experience of planning based in observations of children’s attainment * Able to demonstrate an inclusive approach. | * Experience in a leader position | * Application form / Interview |
| **Personal Attributes** | * Pro-active and self-motivated. * Committed to giving children and families the opportunity to reach their full potential. * A commitment and ability to understand and promote our Equal Opportunities Policy. * Ability to prioritise and work under pressure. * Commitment to continuing professional development. |  |  |
| **Other** | * Willingness to work flexibly. |  |  |