

Swanmore Pre-School

Job Description for Room Supervisor

Reporting to the Manager and the Management Committee

Purpose of the Job:

To assist the Pre-School Manager in providing a safe, high quality education and care for Pre-School children; to support in the Supervision of Staff on a day to day basis, and to contribute to and implement planning the Pre-School curriculum. To work as a Supervisor taking some of the role of the Manager. To deputise for the Manager in an 'emergency' situation.

Main Duties

To support and assist the Manager in drawing up long and medium term plans ensuring that each child is progressing within the EYFS; to monitor the effectiveness of the Pre-School curriculum and have a good working knowledge of the Tapestry System.

To help organise the playroom and outside area for the daily programme and to help tidy and clean away at the end of each session.

To be responsible for the Key Person system and to ensure observations and records are kept so that each child develops and progresses effectively and is regularly assessed and daily activities are undertaken with key groups.

To advise the Manager of any concerns regarding staff, children, parents or the safety of equipment and premises, preserving confidentiality as necessary.

To liaise closely with Parents and Carers informing them of the Pre-School and its curriculum working in partnership with them and encouraging parental involvement and making them welcome at all times.

Support the Manager in providing a safe, stimulating and caring environment throughout the session. To teach children, offering an appropriate level of support and stimulation.

To contribute to and implement all Pre-School policies and procedures. To attend in house training and Staff/Committee meetings as required.

Keep up to date with latest ideas and good practices by attending relevant courses and training days.

To be able to stand in for the Manager in cases of absence or illness.

To keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job.

Ensure that you keep yourself updated with the current PLA, OFSTED and Hampshire County Council changes and requirements. Implement these changes, when necessary into the Pre-School.

Attend weekly staff meetings; take minutes, making sure staff receive copies of the minutes.

Liaise with SENCO and Behavioural management representatives within the Pre-School.

To work with the manger to keep up to date with Safeguarding and Health and Safety.

Complete Health and Safety checks at the beginning of every session.

Be approachable and available for Parents and Carers to talk to.

Be one of the named key holders for the Pre-School making sure the building is accessible to all staff to gain access at the beginning of the day.

Regularly update the Pre-School website with photographs and information for our families and potential new parents.

To write and submit a monthly Parish Magazine article online to the magazine team.

Personal Specification – Essential Criteria

At least 2 years' experience of working in a Pre-School setting

Level 3 or above in early years education

Have a good working knowledge of the Tapestry System

A sound understanding of child development, and of the children's needs

Ability to assist in the planning and implementation of a Pre-School curriculum

Ability to work with Parents and Carers to encourage their involvement

Ability to assist in the leading of a team of adults

Commitment to equal opportunities and understanding of religious and cultural diversity

A good communicator

An ability to complete clear reports.