

Nursery Room Supervisor

Job details

Job title: **Nursery Room Supervisor**

Reporting to: **Deputy Nursery Manager/Nursery Manager**

Responsible For: **All Room Staff.**

I agree that this document is a true account of my roles and responsibilities.

Signature:

Date:

Job description

Purpose of the post: To ensure the delivery of an effective childcare programme within the nursery operation. To be responsible for ensuring that the room is organised to fulfil the requirements of their specific age group whilst adhering to the Policies & Procedures of Great Western Pre-School, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements, regulations and guidelines laid down by HMLe/Care Commission and the National Standards.

- Ensuring confidentiality is maintained in the nursery.
- Having key-holder responsibility if required.

COMPANY RESPONSIBILITIES:

- Promote and support the aims of the Company.
- Develop and maintain effective working relationships with the persons to whom you report.
- Co-operate with colleagues to promote a cheerful, open and supportive environment.
- Carry out your duties in a careful and professional manner using initiative.
- Respect strict security guidelines with regard to child safety and protection.
- Follow procedures for the areas in which you are working.

Main duties and responsibilities:

- Assisting the Deputy Manager to promote effective leadership, management and operation of the nursery, based upon a clearly communicated philosophy.
 - To ensure the health, safety and well being of all the children within your care
 - To organise and plan a programme of activities to suit the children's stage of development whilst promoting positive behaviour.
 - To build trusting relationships with all parents, taking appropriate and prompt action on any concerns raised and to encourage their active participation in the activities of the nursery.
 - To ensure that there is proper supervision at mealtimes and that any special dietary requirements are met via the Deputy Nursery Manager.
 - To ensure that all Registers are up to date and correct in line with the National Standards.
 - To undertake weekly advanced planning of activities.
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- To provide the daily session plans or in the case of the baby room to provide parental reports.
- To supervise, monitor and instruct the staff working in their area.
- To ensure displays and the room environment are appropriate to meet the needs of the children.
- To ensure Nursery standards are maintained at all times
- Assisting the Deputy Manager to ensure a tier system of management is in place and that duties are delegated fairly.
- Maintaining staff ratios and ensuring staff are deployed effectively within your room/area.
- Supporting and liaising with the Deputy Manager and/or Nursery Manager on a daily basis.
- Care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Planning and preparing activities to develop all aspects of the child's individual development in a stimulating atmosphere in conjunction with all staff.
- Ensuring that the preparation, care, cleanliness and maintenance of the nursery room and equipment are carried out according to the Policies & Procedures and risk assessments.
- Liaising with parents and ensuring effective communication within the nursery.
- Recording and monitoring accident, incident and risk assessment records.
- Attendance at staff meetings at times appointed by the Deputy Nursery Manager and/or Nursery Manager.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Assisting the Deputy Manager and participating in arranging regular parents' evenings, publicity, open days and children's outings.
- To ensure that the curriculum and other activities are inclusive and meet the needs of every child.
- To ensure safeguarding procedures are followed with regard to child protection issues within the nursery, ensuring appropriate action is taken in the referral to line manager.
- To undertake the duties of the post with full regard to the Great Western Pre-School Equal Opportunities and Health and Safety Policies.
- To participate in one to one supervisions and appraisal with line Managers and to promote and sustain own personal and professional development.
- To promote and protect the professional reputation of Great Western at all times.
- To be responsible for keeping up to date with national and local developments which may affect policy and procedures within the nursery.
- To aid effective communication and dissemination of information.
- To ensure that volunteers, unpaid staff and students are given the proper support to acquire the skills and knowledge to work effectively within the nursery.
- In partnership with the Deputy Manager provide an effective induction for new staff members, following our induction policy and procedures, liaising with the Deputy Manager on performance during probationary period.
- Any other duties appropriate to the post as directed by the Nursery Manager.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to the Great Western Pre-School policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Great Western Pre-School policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with in the nursery.

Planning & Management:

- To take an active part in any projects, initiatives and research in order to develop and review the service.
 - To periodically be involved in the review and development of the operational systems, forward planning and curriculum development.
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Person Specification

	Essential	Desirable
Qualifications		
1. Education to industry specific level 3 qualification or equivalent or above or working towards this qualification.	✓	
2. Commitment to continuing professional development.	✓	
Experience		
3. At least 1 year post qualifying experience within an early years setting.	✓	
4. Experience of liaising with professional bodies such as the Care Commission and HMIE.		✓
5. Experience of providing quality childcare and education in an Early Years setting	✓	
6. Experience of implementing National Care Standards.	✓	
7. Experience of record keeping and maintaining confidentiality.	✓	
Knowledge		
8. Excellent knowledge of child development, learning and related theory and practice.	✓	
9. Knowledge of current legislation and procedures relating to the Children Act, SEN code of practice, inspection framework, H&S and Child Protection.		✓
10. Knowledge of working positively with parents and the local community.	✓	
11. Understanding of the respective roles of the agencies involved in supporting, developing and regulating the nursery.	✓	
12. Knowledge of all children in the room, medical history, routines and parents wishes.	✓	
13. Knowledge of Health & Safety issues and legislation.	✓	
Skills		
14. Possessing excellent motivational skills and having ability to lead an effective team.	✓	
15. The ability to plan, deliver and assess the curriculum in a meaningful way to meet the needs of individual children.	✓	
16. Ability to communicate effectively and prepare clear information for staff and parents/carers both written and oral.	✓	
17. Ability to use computer based systems including word processing & spreadsheets.		✓
18. Ability to work flexibly, manage own workload and time.	✓	