

# Yarburgh Community Preschool

## Job Description



## Preschool Supervisor

<b>Job title</b>	Preschool Supervisor
<b>Responsible to</b>	Yarburgh Community Preschool Manager
<b>Responsible for</b>	Early Years Practitioners
<b>Purpose of the job</b>	To provide high quality care and education in a safe, well regulated environment for the children who attend the preschool.

Yarburgh Community Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### Summary of responsibilities

1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.
4. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).

### Main duties

#### Ensure a safe environment for the children and adults of the school

- Understand and adhere to the Safeguarding and Child Protection policy at all times
- Ensure the highest standards of hygiene, cleanliness, health and safety
- Be familiar with and adhere to all health and safety policies and procedures
- Ensure all equipment is well maintained and safe to use
- Work with staff to ensure their key areas are clean, tidy and well maintained
- Update the risk assessment file when necessary

#### Provide high quality care and education for the children

- Support the Manager with the development of the educational programme to ensure that each child is working towards the EYFS early learning goals.

- Support the Manager with implementing ongoing observation and assessment procedures which ensure staff recognise children's progress, understand their needs and plan appropriate activities and support.
- Ensure staff are effectively deployed in order to provide planned, purposeful play for the children with a mix of adult-led and child-initiated activity.
- Plan for each key child and carry out all focus child activities
- Listen to, encourage and stimulate the children
- Make regular observations of all children and update electronic learning journals
- Liaise closely with parents/carers, informing them about the preschool, its curriculum, teaching methods and practices; exchanging information about children's progress and encouraging parental involvement
- Attend staff meetings, support fundraising events and undertake training as required

### **Ensure the preschool is fully staffed and operational at all times**

- Supervise staff on a daily basis
- Work with the Manager to monitor the quality of teaching and identify the training and development needs of staff members
- Ensure open two way communication with staff, attend regular staff meetings and carry out regular staff appraisals
- Support new staff in their induction
- Liaise regularly with the committee and attend all meetings
- Deputise for the Manager in their absence
- Ensure confidentiality throughout the setting and promote this to staff and parents
- Undertake additional duties appropriate to the level of the post as may be required from time to time

## Person specification

### Essential

- CACHE Level 3 certificate in Childcare & Education
- 2 years' experience of working in an early years setting
- Strong verbal and written communication skills
- Sufficient understanding and use of English to ensure the wellbeing of preschool children
- Ability to work collaboratively with other team members
- Strong interpersonal skills at all levels including children, staff and parents
- Ability to manage own workload and competing priorities
- Commitment to equal opportunities, inclusion and understanding of religious and cultural diversity
- Willingness to undertake relevant training in own time as required for the role
- A good understanding of child development, the needs of children and what constitutes good quality childcare
- An understanding of child protection, confidentiality and health and safety issues

### Desirable

- At least 2 years childcare experience in a supervisory role
- A basic understanding of child protection, confidentiality and health and safety issues

Please note that this job description is not exhaustive and you are required to carry out other duties in line with your role.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**