



Post Title: Pre-school Supervisor

Salary Scale – 13 (6 – 11)

School: Priddy & St Lawrence's Federation

Line manager: EYFS LEAD/Deputy Head Teacher

Job Description

Main purpose of the job

The role of the Pre-school Supervisor is to provide professional leadership of the pre-school, to effectively manage the day-to-day running of the pre-school and to be accountable for the provision of high-quality inclusive play and learning opportunities for all children attending the setting. The preschool and reception class work closely together to ensure that there is consistency and progression.

You will hold a full and relevant Early Years Qualification at Level 3 or above, understand and ensure the requirements of the EYFS and Ofsted are met and have experience working in an Early Years setting in a management position.

Main responsibilities and duties

Childcare and Education

- ✓ Promote high standards of quality within the pre-school in respect of the indoors and outdoors environments, resources and experiences offered to the children.
- ✓ Ensure that all children attending the setting receive welcoming, rich and stimulating experiences appropriate to their age and stage of development.
- ✓ Ensure that practice and provision in the setting meets the requirements of the Early Years Foundation Stage by planning, delivering and monitoring lessons and activities across the 7 areas of learning, taking into account characteristics of effective learning. Support pre-school staff in delivering the Foundation Stage.
- ✓ Ensure that children are kept safe and that staff understand and follow safeguarding procedures.
- ✓ Promote and facilitate partnerships with parents/carers and other family members, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- ✓ Ensure planning is inclusive – taking into account Special Educational Needs and disabilities (SEND), English as Additional Language (EAL) and cultural and ethnic diversity.
- ✓ To establish, and implement, effective systems for setting up the learning environment for the day and for tidying away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
- ✓ Establish, develop and maintain highly professional working relationships with multi-agencies.
- ✓ Create and maintain a culture of self-evaluation and reflective practice throughout the Preschool.
- ✓ Organise the key person system and act as a key person for a group of children within the setting.
- ✓ To take responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals and the Deputy Headteacher.
- ✓ Keep up to date with current, good practice in the EYFS.
- ✓ To interact and play with children, supporting them to develop skills, and model good practice to other staff.
- ✓ To deliver adult-led activities and Foundation Stage teaching.

- ✓ To be flexible, responsible and caring at all times
- ✓ To recognise individual needs – Special Educational Needs and Disability (SEND), English as Additional Language (EAL) and cultural diversity
- ✓ To observe and record children's developmental progress and record in their Learning Journey – to include the two-year-old progress check and end of preschool report.
- ✓ Ensuring confidentiality is maintained at all times
- ✓ To promote smooth transitions for children and school readiness.

High quality leadership

- ✓ Induct, support, train and supervise staff to ensure delivery of high-quality childcare practice; maintaining staff confidentiality at all times.
- ✓ Develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- ✓ To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained.
- ✓ Ensure that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
- ✓ Develop open and positive working relationships with all staff.
- ✓ Responsible for all administrative duties associated with the setting, such as maintaining inventories, ordering equipment, maintaining and monitoring children's records including: Key person system, Learning Journeys, Two-Year-Old checks, Individualised Learning Plans (ILPs), Behaviour Support plans, Safeguarding and Welfare concerns, Personnel records, daily attendance registers, accident and incident records.
- ✓ To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- ✓ To attend any conferences, training events or meetings, as identified by the school and to keep up to date with current good practice.
- ✓ To ensure that the setting's policies on diversity and equal opportunities are adhered to.

Safeguarding, Statutory, setting and legal obligations

- ✓ To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
- ✓ To ensure that children attending the setting receive a balanced and healthy diet.
- ✓ Knowledge and understanding of the EYFS, local Safeguarding procedures, CAF intervention and support, Safe Recruitment, PREVENT, Health and Safety
- ✓ Liaise and work in partnership with other agencies, for example attend Team Around Child, Child in Need meetings
- ✓ To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications; and keeping staff updated with any new information and changes.
- ✓

Health and Safety

- ✓ To manage the day-to-day operations, adhere to and implement risk assessments and safety policies in order to ensure the health, safety and well-being of the children, their parents and carers, the team and any visitors in the setting.
- ✓ To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns
- ✓ Ensure that equipment is clean, safe and standards of hygiene are high.
- ✓ Be fully aware of all emergency, fire and security procedures; practicing frequent fire and security drills.

Other

- ✓ To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- ✓ Perform any reasonable duties as requested by the headteacher

I agree that the Job Description is a fair and accurate statement of the requirements of the job.

Pre-school Manager signature:

Date

Headteacher signature:

Date