



JOB DESCRIPTION

Job Title:	Pre-school supervisor
School:	Castlemorton CE Primary and Castlemorton Caterpillars Pre- School
Grade:	3 Spinal Column Point 18 (25/37 x term time only factor x 18,070)
Hours:	25 hours per week – 5 mornings and all day on Thursday
Line managed by:	Headteacher
Contract:	Temporary position for one year

Purpose of Post

- 1) To provide safe, high quality education and care for young children.
- 2) To lead the pre-school team
- 3) To provide for a seamless transition into school

Key Areas

- Work with Children;
- Team Work;
- Liaise with Parents/carers.

Outline Responsibilities and Tasks

- Plan work to meet the needs of the Early Years Foundation Stage and individual needs of pupils and students.
- To manage funding streams and payments from parents.
- Promote the pre-school setting in the wider community.
- Support the children's learning in and out of the setting by supervising the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- To manage the team and allocate key workers.
- Act as a Key worker to a group of children, to liaise closely with parents/carers and to ensure each child's needs are recognised and met.
- Plan and prepare activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To be responsible for assessments, observations and record keeping relating to the progress and development of the children.
- To hold parent's evenings and write reports for the children.
- To assess and monitor individual pupil's problems, progress, achievements and condition and report these to the Head teacher as appropriate.

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- To act as safeguarding lead in the pre-school setting. To advise the Headteacher of any concerns, e.g. over children, parents, safety of equipment, preserving confidentiality as necessary.
- To keep anything relating to the children and their families and/or other members of staff confidential.
- To display and present pupil's work.
- To plan and prepare resources for each session.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) Assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) The changing of soiled clothing including its disposal in the appropriate way;
 - (iii) Assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) Following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff
 - (v) To assist with the identification and monitoring of children's general health and welfare.
- To be flexible, cover for TA colleagues at short notice and be able to respond to the needs of children across the whole school.
- To set up for the daily programme and to tidy away at the end of the session.
- To attend staff meetings and training days as necessary.
- Undertake relevant training as required.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Comply with the requirements of the Health and Safety at Work Regulations. Take reasonable care for the health and safety of yourself and for others affected by your work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- To work to the Ofsted Framework for Early Years.
- In all contacts the post holder will be required to present a good image of the school and pre-school as well as maintaining constructive relationships.
- Carry out other tasks as the Head teacher may reasonably require.

This job description cannot account for every circumstance and there may be occasions when you are asked to perform a duty that is not normally yours.

Pre-School Supervisor - PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▪ Experience of working with young children (at least 2 years) 	<ul style="list-style-type: none"> ▪ Experience of working in a pre-school setting 	Application form and interview
Skills and attributes	<ul style="list-style-type: none"> ▪ Effective oral and written communications ▪ Suitability to work with young children ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Positive attitude to the use of authority and maintaining discipline ▪ Ability to maintain strictest confidentiality and integrity at all times ▪ Ability to encourage high standards of pupil behaviour at all times 	<ul style="list-style-type: none"> ▪ Sensitivity in collaborative work with colleagues within and outside the school ▪ Ability to be flexible in order to create effective solutions 	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Excellent personal organisation and self-motivation ▪ Ability to deal with sensitive information in a confidential manner ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Flexibility to commit to additional hours if required ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ A sense of humour, warmth, energy, stamina and resilience ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner ▪ High standards of personal appearance 	<ul style="list-style-type: none"> ▪ An enthusiasm for challenge, development and innovation ▪ Ability to lead and manage others 	Application form, references and interview
Education and qualifications	<ul style="list-style-type: none"> ▪ Early Years' Qualification ▪ Good IT, numeracy and literacy skills ▪ Willingness to undertake further professional development ▪ Appropriate knowledge of first aid ▪ Appropriate knowledge of safeguarding procedures 	<ul style="list-style-type: none"> ▪ Level 3 qualification ▪ Recognised first aid certificate ▪ Recognised safeguarding qualification 	Application form and certificates

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.