

## **Job description**

**Pre school supervisor**

**Peterborough – Paston Fundays**

**Hours: 33.5 per week, term time only**

**Grade: 2 point 11**

**Service: Peterborough Pre Schools**

**Reports to: Early Years Manager**

### **Principal Accountabilities:**

1. Leading a staff team to provide a safe and stimulating learning environment.
2. Leading on planning activities to progress learning and development.
3. Monitoring progress across the cohort and completing data analysis to compare groups of children.
4. Taking responsibility for a key group of children.
5. Building strong relationships with parents/carers and involving them in the setting.
6. Ensuring all policies and procedures are correctly implemented in the setting.
7. Accurate record keeping including headcount details, EYPP returns, petty cash, absence records etc.
8. Completing supervision, appraisal and performance management meetings.
9. Building strong links and professional relationships with local partners.
10. Leading the team in using the local environment regularly to enhance learning opportunities.
11. Ensuring safeguarding is a priority and supporting staff with report writing and attendance at meetings/case conferences.
12. Ensuring SEN are identified quickly and EHA is completed, where appropriate.
13. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being people focused
  - b) Reflecting a 'can do' approach
  - c) Striving for excellence in everything we do
  - d) Having mutual respect for everyone we work with, work for and support through our services

12. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

13. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

**Person Specification**  
**Pre School Supervisor**  
**Peterborough Pre Schools**

1. Educated to level three or above with a recognised professional qualification in Early Years and evidence of a commitment to continuing learning and professional development.
2. Experience of working at a supervisory level within an Early Years setting.
3. Ability to communicate clearly with service users.
4. Good standard of written English.
5. Ability to complete written reports to a deadline.
6. Willingness to work in the outdoor environment throughout the year.
7. Commitment to providing outstanding care and education at all times.
8. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - e) Being people focused
  - f) Reflecting a 'can do' approach
  - g) Striving for excellence in everything we do
  - h) Having mutual respect for everyone we work with, work for and support through our services