



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Nursery Supervisor

Organisation(s): Wigmore School

Pay Range: HC4

Contract: Term Time only. Permanent variable 1.0-0.8 (37 hours per week is f/t)

Responsible to: Head of School

Responsible for: N/A

Main Purpose of Job:

To provide the highest quality of care and development opportunities for all children in the Nursery.

Responsibilities:

- Carry out the duties of a Nursery Supervisor;
- Ensure high standards of care, development, learning and behaviour;
- Maintain and develop the ethos, values and overall purposes of the Nursery;
- Implement Nursery policies and procedures;
- Communicate politely, effectively and appropriately with all stakeholders.

Specific Responsibilities:

- Be responsible for the day-to-day supervision of the Nursery;
- Operate and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum;
- Plan and deliver individual and group work activities with the children;
- Ensure a stimulating and attractive environment for the children;
- Operate as a keyworker for individual children, managing an agreed number of children;
- Observe each child's progress and report on achievements and progress;
- Complete all assessment records as required;
- Liaise with external agencies when required;
- Ensure that all required standards, ratios and conditions of registration are maintained at all times in conjunction with the Head of School
- Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development;
- Organise events, trips, parents' meetings and open days as required;
- Prepare for both internal and external inspections and address any recommendations made;
- Lead on specific areas of responsibility as agreed with the Head of School.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



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Person Specification



Nursery Supervisor		
	ESSENTIAL	DESIRABLE
Qualifications	NNEB, NVQ Level 3, BTEC, CACHE/DCE, DPP (AF) or PGCE	- Recent relevant educational training (AF, I) - First Aid Certificate (AF)
Experience	Experience of working with children (aged 0-8 years) (AF) (I)	- Contribution to raising standards (AF, I) - Dealing with parents (AF, I)
Knowledge and Understanding	Relevant EYFS knowledge (AF, I, R)	- Current educational initiatives (AF, I, R) - Understanding of the most recent statutory EYFS guidance from DfE (AF, I, R)
Abilities and Skills	- Excellent literacy skills (AF, I, R) - Excellent ICT skills (AF, I, R) - Ability to deliver activities leading to outstanding learning against the EYFS framework (I, R) - Ability to manage behaviour effectively (I, R) - Ability to communicate effectively with pupils, parents, staff, Trustees and external agencies (I, R) - Ability to inspire, challenge, motivate and empower others (I, R) - Ability to think creatively to anticipate and solve problems (I, R) - Ability to work under pressure, maintaining a sense of perspective (I, R) - Ability to manage own time effectively (I, R) - Excellent communication skills (I, R)	Ability to initiate and develop ideas (I, R)
Personal Attributes	- Resilient (I, R) - Reliable (I, R) - Committed (I, R) - Honest (I, R) - Trustworthy (I, R) - Dedicated (I, R) - Patient (I, R) - Loyal (I, R) - Good sense of humour (I, R) - High expectations of self and others (I, R)	

Other Factors	• Good attendance record (R) • Outstanding references (R) • A commitment to high standards of care and learning which maximise the achievements and development of all children (I, R) • A commitment to equality of opportunity for all children (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a constructive manner (I, R)	
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Evidence Key:

(AF) – Application Form

(I) – Interview

(R) - References