

Deputy Supervisor Job Description

Job Title: Deputy Supervisor

Responsible to: Pre-school Supervisor

Accountable to: First Steps Fountain of Life Management Team and the Fountain of Life Church Council.

Job Purpose

To work with other staff in providing safe, high quality education and care for children aged between 2 years and 5 years; to fulfill legal and statutory requirements; to contribute to and implement pre-school policies; to act as a key person for a group of children and communicate progress on a regular basis with their parents; to support the Christian values and activities of the pre-school and to be the person in charge in the absence of the supervisor.

Main Duties

To support and assist the supervisor to-

- To ensure that the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practised.
- To ensure that records are properly maintained, such as daily attendance register, and accident and incident books.
- To lay out pre-school activity equipment before the children arrive at pre-school and tidy away equipment at the end of the pre-school session.
- To lead pre-school activities and offer appropriate stimulation and support to the children. These will include prayer time and other Christian activities.
- To manage the drawing up of daily, weekly and monthly programmes of activities and events in accordance with desirable learning outcomes as defined by the Early Years Foundation Stage curriculum and to monitor the effectiveness of the pre-school curriculum.

Specific roles and responsibilities of the deputy are;

- To be the Key Person for a group of children at pre-school; to be responsible for those children while they are at pre-school and to ensure that their progress is effectively and regularly assessed and recorded. You will be expected to celebrate the child's achievements with their parents and to work together with parents to provide appropriate needs for their child's well-being enabling them to make progress.
- To communicate with parents / carers, informing them about the pre-school and its curriculum, ethos and activities and exchanging information about their child's progress.
- To liaise with the Pre-school Management Team, Social Services and other professionals as necessary and ensure that all legal and statutory requirements are implemented.
- To read and be familiar with the pre-school policies, the pre-school's ethos, statutory requirements and Ofsted standards.
- To contribute to, suggest changes and implement all pre-school policies and procedures, especially those on equal opportunities and child safety.
- To attend staff meetings and planning sessions as required.
- To maintain documentation in accordance with GDPR.
- To keep confidential any information regarding children, their families or other staff members.

- To undertake initial induction and thereafter training courses as required. To participate in Appraisals and to maintain a Personal Development Plan.
- To provide intimate care as required.
- To support the supervisor with administrative duties.
- To act as a liaison between early years practitioners and the supervisor.
- To be the named 'person in charge' when the supervisor is absent.

In the event of the supervisor being absent, unavailable or off site;

- To be the point of contact for parents/carers and management team
- To supervise students or volunteers
- To work with the early years practitioners to ensure the smooth running of the sessions
- To ensure staff report back to the supervisor
- To report any immediate concerns to the management team, or to external agencies if appropriate

This job description should be regarded only as a guide to the duties required and is not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description does not form part of the contract of employment.

Person Specification

The successful applicant will have:

- An approved Level 3 Early Years qualification.
- Experience of working in a childcare setting.
- An understanding of child development and children's needs.
- Ability to establish good working relationships with parents, other staff and Management Team.
- A commitment to providing excellent care, education and partnership with parents.
- Able to work as part of a team and to model effective practice.
- Commitment to supporting the Christian ethos of the pre-school.
- Ability to contribute to the Christian activities of the pre-school.
- Appropriate mental and physical health.
- Excellent communication skills.