Pre-school Deputy Supervisor Job Description

Job title: Pre-school Deputy Supervisor
Responsible to: Pre-school Supervisor
Responsible for: Other staff/assistants
Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the pre-school leader to provide safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.

Main duties
1. To assist in the responsibility of drawing up the long term, medium term and sessional curriculum plans, which ensure that each child is working towards early learning outcomes; to help monitor the effectiveness of the pre-school curriculum.
2. To provide a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
3. To act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child’s needs are recognised and met.
4. To implement systems of observation and record-keeping so that children’s attainment and progress are regularly assessed; to help monitor the effectiveness of assessment procedures.
5. To ensure records are properly maintained, e.g. daily attendance register, accident and incident book.
6. To advise the pre-school leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
7. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
8. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parent/carers' involvement.

9. To attend staff meetings.

10. To attend in-service training courses and meetings as required.

11. To help set up the playroom/s for the daily programme and to help tidy away at the end of the session.

12. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills are regularly practiced.

13. To assist in managing the pre-school petty cash system.

14. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.

15. To keep up-to-date with current good practice.

16. To contribute to and implement all pre-school policies and procedures.

17. To liaise with the supervisor, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.

18. To assist in supervision of staff on a daily basis and to participate in staff appraisals and identify training needs.

19. To undertake any other reasonable duties as directed by the Pre-school leader, in accordance with the pre-school business plan/objectives.

20. To undertake the role of Pre-school Supervisor in the absence of the Supervisor.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

**Essential criteria**

1. Proven experience of running a similar setting.

2. CACHE Level 3 Diploma in Pre-school Practice, NVQ Level 3 or equivalent.

3. A satisfactory enhanced CRB check which confirms suitability to work with children.

4. Sound understanding of the EYFS and ability to fully implement all of its requirements.

5. Sound understanding of child development and of children's needs.
6. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations.
7. Ability to work with parents and to encourage their involvement.
8. Ability to understand issues that impact on quality, occupancy and income.
9. Commitment to and understanding of diversity and equality.
10. Ability to manage self and work calmly under pressure.
11. Ability to communicate effectively with a range of people.
12. Demonstrate professionalism in approach to managing all issues.
13. Ability to write clear reports.

Desirable criteria

1. Experience of a parent-managed/parent-involved pre-school.
2. A Level 4 qualification or above in early years education and childcare.