

# JOB DESCRIPTION



**Post:** Childcare Supervisor  
**Scale:** Grade 6

## Main Job Purpose

To be responsible for the day to day running of the day care provision.

## Main Responsibilities and Duties

- To plan the curriculum to maximise the development of each child.
- To prepare activities and organise resources for each session.
- To be involved in the development of other staff, including training, assessment, monitoring and supervision.
- To lead the team in offering high quality day care provision, and attend meetings as appropriate
- To plan and deliver a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records as appropriate.
- Be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & Skills

- To hold a Level 3 qualification in Childcare.
- To be committed to undertaking further training or development as required.
- Have a detailed understanding of child development and relevant experience of working with children.
- Be able to act under own initiative and to make decisions.
- To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively.
- To relate well to children and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children.
- To be aware of the need for confidentiality.
- Be aware of the management systems in place for the provision of day care and have the ability to liaise effectively with the Headteacher of the school and / or the Management Committee.

## Supervision & Management

- Typically, there will be supervision available from the Headteacher or Management Committee on a regular basis.
- The post holder will be required to support the induction and further training of Childcare assistants.

## Problem Solving and Creativity

- On a daily basis, adapt activities for individuals and groups of children.

- Use a variety of techniques to establish supportive relationships with children, parents and carers.
- A creative approach to supervisory duties, training and supporting staff is required.

### **Key Contacts & Relationships**

- Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with professionals to provide daily support for pupils with known medical conditions.
- Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's individual needs.

### **Decision Making**

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- There will often be a need to make immediate decisions, without initial referral to the Headteacher or Management Committee, in relation to immediate care, control and safety of children.

### **Resources**

- Books, stationary, writing equipment.
- ICT and AVA equipment.

### **Working Environment**

- Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.
- There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020