

HONEYCROFT JOB DESCRIPTION

JOB TITLE	Baby & Toddler Room Supervisor
DAYS OF WORK	part time hours approx. 18 to 30hrs per week all year
RATE OF PAY	£12.60 to £13.80 per hour dependent on qualifications and experience.
LINE MANAGER	Services Manager
ANNUAL LEAVE	4 weeks plus bank holidays in addition

AIM OF THE POSITION

To work in a supervisory role as part of a team of early years' practitioners to deliver exceptional childcare in a safe and stimulating environment.

ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of all policies ensuring all procedures are reinforced and correctly adhered to at all times.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the quality of the staff team by developing own knowledge of child development, taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.

SPECIFIC TO THE ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by;
 - a) Supervising the Baby & Toddler Room and ensuring the general smooth running of the service.
 - b) Being responsible for the organisation and co-ordination of the team working closely with a team of volunteers, workers and students.

HONEYCROFT JOB DESCRIPTION

- c) Developing knowledge of a range of specific needs of individual children (e.g. Physical, developmental and emotional) and working towards the participation of each child, taking necessary details of all children attending.
- d) Ensuring the general health, safety and welfare of the children attending each session including the personal care, medication and special dietary requirements of the children.
- e) Being responsible as a Keyworker carrying out regular observations and agreed methods of tracking and monitoring to support the development of each child attending the setting, ensuring all data is collated and up to date.
- f) Ensuring children's information files and all required data is collated and up to date including registration forms, accident forms, daily registers, day journals etc.
- g) Overseeing the planning and delivery of the adult led activities.
- h) Maintaining the cleanliness and tidiness of equipment and leaving the premises in an orderly state.
- i) Oversee the implement of the supervision and appraisal schedule for all staff in Baby & Toddler service
- j) Contributing towards the induction and mentoring of new workers to support their development and training.
- k) reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Operations Manager.
- l) Liaising with the Services Manager on a weekly basis to provide updates on pre-agreed targets and objectives

AND FINALLY...

10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service.