



Job Description
Lympsham CofE Academy Pre-School
 Pre-school Supervisor

Purpose	To work as a keyworker and as part of the preschool team under the direction of the Preschool Teacher. To provide safe, high quality education and care for young children, leading provision in the absence of the Pre-School teacher.
Reporting to	Preschool Teacher
Salary/Grade	Grade 13 – Points 6-11

Key Responsibilities	• To take a leading role in supporting the Pre-School teacher with delivering high quality provision and care for young children and staff. • To assist with the planning and delivering of the curriculum. • To lead day-to-day provision in the absence of the teacher. • To co-ordinate and plan provision for holiday club/wrap around care. • To help set up the classroom for the daily programme and to help tidy away at the end of a session. • To act as a keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met. • To help maintain a safe and stimulating learning environment both inside and outside of the classroom. • To advise the preschool leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary. • To teach children, offering an appropriate level of support and stimulation. • To attend staff meetings. • To attend in-service training courses and meetings as required. • To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job. • To undertake any other reasonable duties as directed by the Preschool Teacher, in accordance with the preschool's business plan/objectives. This will include wrap around care/provision and holiday club. The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives
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	cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. This post will require an enhanced CRB and medical clearance.
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Additional duties and Information	• Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	





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Person Specification	ESSENTIAL CRITERIA • NVQ Level 3 or equivalent. • At least 3 years of experience of working with young children in an early year setting. • Experience of supporting children with SEND. • Commitment to developing leadership skills • Commitment to equal opportunities. • Commitment to young children and families. • Friendly, flexible approach. • Willingness to learn and continue professional development. • Able to change and adapt to new ways of working • Suitable both mentally and physically, to care for children. • Computer literate DESIRABLE CRITERIA • Leadership experience in one or more setting • Further qualifications or commitments to further study • Experience of delivering and planning for interventions
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