



Bryson Care Children's Service
Job Description

<u>JOB TITLE:</u>	Early Years Supervisor
<u>RESPONSIBLE TO:</u>	Early Years Co-ordinator
<u>LOCATION:</u>	Lisburn Sure Start

MAIN TASK:

The role of the Early Year's Supervisor will be to deliver quality early year's services to support the delivery of the Sure Start programme within the Lisburn Sure Start area.

They will be responsible for the day to day running of the early year's services and to ensure that they create a welcoming, safe and child centred environment.

SPECIFIC TASKS:

- To assist in the induction to all Early Years Assistant staff within the Lisburn Sure Start project with the Early Years Coordinator.
- To line manage and supervise Early Years Assistant staff.
- To supervise any student placements and volunteers within the early years programmes of Lisburn Sure Start.
- To implement a child-centred and welcoming environment at all Sure Start programmes and activities.
- To ensure a safe, stimulating and varied programme of play and learning opportunities are provided for children aged 0-3 years, suitable to the child's age and stage of development.
- To ensure planning occurs to meets children's individual needs that takes into account children's abilities, interests, language and cultural backgrounds and these are reviewed as necessary and to ensure ongoing creative evaluation of all programmes.
- To be responsible for organising the environment inside and outside to ensure that resources and equipment are available, compliant and appropriate to meet the needs of the individual children before each programme commences.
- To develop and deliver crèches and programmes as outlined in the Lisburn Sure Start yearly

action plan that provide a purposeful, stimulating environment rich in children's learning opportunities, both indoors and outdoors.

- To establish effective and empowering relationships with parents to enabling them to develop their children's maximum potential and to develop & deliver programme that promote and actively encourage parents to play alongside their child / children that will offer developmental appropriate play and development opportunities for the child and their parent/carer.
- To work with parents and their child / children within the home environment to offer an extension of services to the family on play, interaction & sensory development.
- To deliver parental training such as Handling Your Child's Behaviour & Assertiveness training.
- To provide support for all children's emotional and social needs by promoting positive behaviour through your role modelling and work performance.
- Maintain up to date knowledge of all Bryson Care's and Lisburn Sure Start projects policies and procedures affecting children and ensure that all these are communicated & reviewed in supervision with all early year's staff.
- To open & maintain and accurately record as required by the job role and ensure compliance to good record management & information systems.
- To take part in local events to promote the work of the Lisburn Sure Start and to contribute to the development and preparation of promotional materials
- To promote the importance of early learning, play and development for children under the age of four across the Lisburn Sure Start area.
- Successful applicants who will be working in registered settings will be required to consent to the Trust's Early Years Service vetting and approval as required by the Children (NI) Order 1995 prior to the offer of employment being confirmed.
- To partake in all Bryson Care Children's Services Quality Initiatives, (CSE, EFQM & IIP).
- To assist if required with Bryson Charitable Group fundraising activities

There are a number of standard duties and responsibilities that all employees irrespective of their role and level of seniority within Bryson Charitable Group are expected to be familiar with and adhere to:

- To participate in all relevant training when required
- To prepare for and participate in Annual Performance Reviews
- To observe all relevant Health & Safety rules and regulations
- To carry out any other relevant tasks, which may from time-to-time, be required
- To promote and comply with Bryson Charitable Group policies on diversity and equality both in the delivery of services and treatment of others
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of the Data Protection Act and amendments
- To comply with Bryson Charitable Group protocols on the appropriate use of telephone, e-mail and internet facilities
- To comply with the principles of risk management in relation to individual and corporate responsibilities
- To observe and adhere to all Bryson Charitable Group's Policies & Procedures

This job description is a broad picture of the post at the date of preparation. It is not exhaustive and as such, the post holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the post holder.

TERMS AND CONDITIONS:

Length of Contract:	Permanent
Salary: year)	£12,207.52 per annum (working 11 months per
Hours:	26 hrs per week (Mon – Saturday)
Holidays:	12 Statutory days 20 Annual days (Pro Rata)
Probationary Period:	6 months
Notice:	1 month

BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES

BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES

BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS

ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE

ALL SOCIAL CARE STAFF WILL BE REQUIRED TO REGISTER WITH THE NORTHERN IRELAND SOCIAL CARE COUNCIL AT THE APPROPRIATE TIME.

ALL BRYSON CARE CHILDREN'S SERVICES STAFF ARE REQUIRED TO COMPLY WITH AN ACCESS NI CHECK PRIOR TO COMMENCING EMPLOYMENT WITH BRYSON CHARITABLE GROUP

N.B. If a staff member leaves employment within the 6 month probationary period the £33.00 ACCESS NI fee will be recouped

BRYSON CARE CHILDREN'S SERVICE

PERSONAL SPECIFICATION

Criteria		Essential	Desirable	To be tested
Qualifications	NVQ Level 5 Child Care qualification or equivalent: <ul style="list-style-type: none"> • Diploma in Health & Social Care Level 5 Children & Young People • CACHE Level 5 Diploma in Child Care & Education 	√		On Application form
	Or working towards a level 5 qualification and currently employed as an Early Years Supervisor and or Leader.		√	On Application form
	Early Years Degree	√		On Application form
Experience	One year's experience of working in the early year's sector	√		On Application Form
	Experience of working within a Developmental Programme for Two – Three year olds		√	
Education	5 GCSE's at grade C and above including English Language and Mathematics or equivalent	√		On Application Form
	Completion of the Developmental Programme for Two to Three Year Olds Training		√	
Knowledge	6 months experience of child observations and reporting on work done			At interview
		√		
Skills & Aptitudes	Skills – e.g. Communication, Organisational, Observation, Report writing, File recording.	√		At Interview
	Ability to maintain confidentiality and a sensitive approach to people in need	√		At Interview
Personal Qualities	Clean drivers licence and access to transport	√		On Application Form
Mission & Values	Candidates must respect the Vision, Mission & Core Values of Bryson Charitable Group	√		

