



**EARLY YEAR’S SUPERVISOR**

**JOB DESCRIPTION**

Job Title: Early Year’s Supervisor (EYS185)

Reports To: Early Year’s Coordinator

Accountable to: Coordinator

Salary: £18,798 pa pro rata on an 11 month contract (£9.64 per hour)

Hours: 30 hours per week

**Role:**

The successful candidate will have a focus on leading and promoting constructive play in a range of group settings, including the Developmental Programme for 2-3 Year Olds, designed to enhance children’s social development, build on their communication and language skills and encourage their imagination through play.

**Main Duties:**

1. The Early Year’s Supervisor is responsible for the overall safety and well-being of the children participating in Colin Sure Start early years settings and for implementing the quality standards of the programme.
2. The Early Year’s Supervisor is responsible for holding regular staff and planning meetings in order that staff will be fully aware of their roles and the progression of play.

3. The Early Year’s Supervisor is responsible for the support and supervision of staff on a day- to-day basis.

1. The Early Year’s Supervisor will carry out and organise home visits as and when required.
2. In consultation with the staff at meetings, the Early Year’s Supervisor should ensure that planning and preparation is carried out and that the activities offered throughout the session allow the children to experience appropriate play activities for their age and stage of development.
3. The Early Year’s Supervisor will be responsible for ensuring that appropriate staff/child ratios are adhered to at all times, and sourcing bank staff as and when required.
4. The Early Year’s Supervisor will support the development in a range of early years setting including the Developmental Programme for 2-3 Year Olds within the Colin Sure Start areas.
5. The Early Year’s Supervisor will work with existing service providers to support parents in the promotion of good quality play experiences for their children.
6. The Early Year’s Supervisor should ensure that the setting is appropriately prepared before the session commences and is tidied up after the session ends.
7. The Early Year’s Supervisor, in conjunction with other staff members, will carry out regular observations and make assessments of each individual child’s needs within the group and plan to meet these needs. The Early Year’s Supervisor will listen to, encourage, stimulate and enable all the children as appropriate.
8. The Early Year’s Supervisor is responsible for keeping up-to-date records as stipulated by the Department of Education and the requirements of the management of the group, as in the Birth to Three Matters Framework.
9. The Early Year’s Supervisor will encourage the active participation of all parents in a range of group settings and ensure they are kept fully informed of their child’s overall development within the group.
10. The Early Year’s Supervisor will attend relevant training courses and meetings as appropriate.
11. The Early Year’s Supervisor will take part in, and help with the organisation of special events, outings and visits.
12. The Early Year’s Supervisor will report to the Early Year’s Coordinator and may be required to give reports to the Management Committee. The Early Year’s Supervisor will be responsible for the induction of new staff.
13. The Early Year’s Supervisor shall bring any issues of concern to the attention of the Early Year’s Coordinator. The Early Year’s Supervisor should abide by the confidentiality policy of the group.
14. The Early Year’s Supervisor will supervise staff on a day-to-day basis. This includes holding and chairing staff meetings and supervising students and volunteers attached to the setting, including individual supervision and appraisals.
15. The Early Year’s Supervisor will ensure that the overall safety and wellbeing of the children are met. The Early Year’s Supervisor will be responsible for the implementation of all Health & Safety procedures required with Colin Sure Start’s settings.
16. The Early Year’s Supervisor will keep up-to-date records i.e. daily register of attendance, an accident book, a plan of group activities and other records as may be required by the Department of Education and Colin Sure Start. S/he will also maintain a waiting list admitting children when vacancies occur in keeping with the group’s policy.
17. S/he will ensure that the policies and procedures of Colin Sure Start are implemented and adhered to as well as ensuring full compliance with NI Minimum Standards.
18. S/he will attend Colin Sure Start staff team meetings.
19. S/he will attend to any other reasonable duties relevant to the post.

**GENERAL RESPONSIBILITIES**

This job description will be subject to review in line with the evolving needs of the organisation. It is not therefore intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. The following general responsibilities apply to all employees of Colin Sure Start and form part of your contractual Terms and Conditions.

***Equality***

Colin Sure Start is committed to equality of opportunity and the development of good community relations as defined in Section 75 of the Northern Irelands Act (1998). Each member of staff is required therefore, to attend equality training and to deliver a service that is free of discrimination on such grounds as disability, gender, race, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.

***Human Rights***

Colin Sure Start will respect the rights of individuals and the post holder will ensure that services are provided in accordance with the law and the requirements contained within this job description.

***Confidentiality***

The post holder must ensure that all information is recorded, stored and used in a confidential manner consistent with current legislation and Colin Sure Start policies and procedures.

***Public Relations***

The post holder must comply with the requirements of Colin Sure Start’s procedures for dealing with complaints and maintain the awareness of users of the service and encourage their contribution towards development and evaluation of the service.

***Environment***

All employees are expected to establish good housekeeping systems particularly in regard to energy conservation and management of resources.

***Health & Safety***

All employees must comply with Colin Sure Start’s Health & Safety policies and procedures. The post holder must accept responsibility for his/her own personal safety and welfare and contribute to that of others by continuous involvement in the application of current health and safety legislation within Colin Sure Start.

***Quality***

Colin Sure Start is committed to providing the highest possible quality of service to all parents/carers, children and the community. Members of staff are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

***Staff Performance and Development***

All staff are required to participate in staff performance and development review annually. The aim of this is to encourage growth of the individual and the service. Employees are expected to demonstrate commitment to Colin Sure Start by ensuring regular attendance at work and efficient completion of duties.

***Training***

The post holder must undertake mandatory training and further training in line with the evolving needs of the organisation.

***Smoking and Health***

Colin Sure Start is a Smoke Free Organisation and as such operates a No Smoking policy.

***Conduct***

Staff must maintain high standards of personal accountability and adhere to Colin Sure Start’s ethos, values, policies and procedures.

***Records Management***

All employees of Colin Sure Start are legally responsible for all records held, created or used as part of their business within the project, including client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public with limited exceptions under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with Colin Sure Start’s policy and procedures on records management and to seek advice if in doubt.

ADDITIONAL INFORMATION

The criteria outlined will be used for short listing purposes and candidates are required to demonstrate on application form how they meet these.

If successful applicants will be required to produce documentary evidence that they are legally entitled to live and work in the UK eg P45, payslip, National Insurance Card, Birth Certificate. Failure to do so will result in a non appointment.

Successful applicants 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.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.