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| **T:\Julia\Documents\Logo\TudhoeMoorLogo5-05- small.jpg**Tudhoe Moor Nursery School  Job Description |

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| **Post:** | Out of Hours Supervisor |
| **Grade:** | 5 |
| **Location:** | Nursery |
| **Responsible To:** | Head Teacher/Senior Leadership Team |
| **Job Purpose** | To supervise and support a team in providing a safe, happy and supportive environment for children within the out of hours programme.  To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and play activities and to help raise standards of achievement for all pupils in the nursery environment. |

**Duties and Responsibilities**

**Support for Pupils, Teachers and the Curriculum**

* To manage and supervise a team, effectively communicating relevant information regarding the running of the childcare provision and the needs of the children and their families to ensure efficient service provision to a high standard
* To contribute to the development of the staff team through advice and guidance and effective communication
* Manage the general administrative work and the day to day financial responsibilities as required to ensure effective running of the service
* Liaise regularly with the Head Teacher regarding the organisation and development of the childcare provision with a view to continually improving and developing the service
* Oversee the worker plans and carry out activities and programmes consistent with the children’s interests and stages of development, their family and the local community to ensure the service provides a stimulating and fulfilling environment
* Ensure basic first aid assistance for any minor injuries, adhering to correct accident procedures and fulfilling all legal health and safety requirement obligations i.e. written accident /injury reports etc
* Liaise with the Designated Safeguarding Lead in respect of any child protection issues, to safeguard the safety and wellbeing of the children and staff
* Consult with other professionals when appropriate, to ensure effective service delivery
* Liaise and develop external professional contacts and co-working practices with colleagues from other agencies where necessary to exchange information and develop and improve the service
* To oversee that the necessary staffing levels are maintained within the provision to avoid disruption to the service
* To participate in the training of volunteers and students on placement in the service and ensure they are supervised at all times within their area, to ensure high standards of service delivery are maintained at all times and all procedures are adhered to
* Prepare healthy balanced snacks for the children, including fruit and vegetables in a kitchen environment, observing correct food hygiene / handling procedures at all times to safeguard health and well-being of children and staff
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
* Maintain accident records as required
* Support pupils to understand instructions, support independent learning and play and to promote the inclusion of all pupils;
* Participate in planning and evaluation of learning and play activities with the teacher/manager, providing feedback to the teacher/manager on pupil progress;
* Support in behaviour management and keeping pupils on task based on the expectations for individual pupils;
* Support pupils in their social development and their emotional well-being, reporting problems to the teacher/manager as appropriate;
* Provide support to pupils who have communication difficulties also where English is an additional language.
* Support pupils with SEND needs as appropriate;
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
* Support children’s learning through play and planned learning activities;
* Maintain a clean, safe and tidy learning environment;
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
* May be asked to administer medications subject to agreement and in line with school policy;
* Monitor and manage stock and supplies for the classroom.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection/safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* To attend any training courses relevant to the post, ensuring continual personal and professional development
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* The Post holder may undertake any other duties that are commensurate with the post
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

**Please contact** [**tudhoemoor.nursery@tudhoemoor.durham.sch.uk**](mailto:tudhoemoor.nursery@tudhoemoor.durham.sch.uk) **for an application pack**

**NOTE: All School Posts are subject to satisfactory Enhanced DBS Disclosure**