



Reckleford Infant School and Nursery **Job Description for the EYFS Midday Supervisor**

The Purpose of the Post

- To promote the aims, objectives and curriculum of the Nursery.
- To ensure that all children receive high quality teaching, a safe and inspiring environment and are happy and valued while they are in the nursery.
- To support children to eat and drink safely whilst maintaining a safe nursery environment.
- To support nursery development priorities in curriculum and assessment with a key focus on raising standards.

Relationships

- The postholder is responsible to the Nursery Teacher, EYFS lead & Headteacher
- To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them.
- To promote the values of the nursery & school with the aim of improving teaching, learning and outcomes.

Skills & Qualities

- NVQ 2 or 3 in Supporting Teaching and Learning, or childcare or equivalent
- Paediatric First Aid desirable
- A knowledge of the Early Years Foundation Stage
- Ability to communicate to all children that they are liked and valued within their nursery & school
- A commitment to developing school ethos and aspirations to encourage the best from every child
- Deliver high quality learning tasks and learning opportunities throughout the setting
- A clear understanding of what can make a child vulnerable in an educational setting and how to support a wide range of needs i.e. attachment difficulties
- Effective communication skills with all stakeholders
- Empathy with children
- Ability to liaise with parents, build working relationships and communicate high expectations
- Be organised, able to prioritise tasks, make decisions, manage time effectively
- To develop and maintain a safe, stimulating and inspiring environment.

Support & Care

- **To build positive relationships with all children**
- **Have a positive view to all protected characteristics**
- **To understand the potential causes and the most effective support for challenging behaviours**
- **To perform intimate care with respect and safety at all times**

Staff

- To work as part of an effective team; listening to advice, asking questions, using initiative and communicating positively with all colleagues

Whole School Contribution

- To ensure effective communication throughout the nursery and school community.
- To ensure policies, procedures, risk assessments are followed.
- To keep abreast of trends and developments in education especially relating the Early Years education

Partnerships

- Establish a rapport with parents/carers, ensuring effective two-way communication on a daily basis.
- To work in partnership with parents/carers including providing support and advice in relation to their child's education and care.
- To work in partnership with school staff including the Reception Teacher, EYFS Lead and SenCo.
- To work in partnership with outside agencies including CSC, HV, SaLT etc.

GENERAL

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 2 years. You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.
- Read, sign and comply with the staff and volunteer code of conduct
- Read the staff handbook
- Make a full contribution to the life of the school, supporting colleagues in their work for the school.
- Follow all school policies and procedures and take part in the review of these as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.
- You may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your training needs and the needs of the school. (Expenses will be paid in accordance with the Local Conditions of Service)
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record and self-disclosure including disclosure by association being completed .