



Supporting children,  
young people and families

## **JOB DESCRIPTION**

**POSITION: NURSERY SUPERVISOR**

**ACCOUNTABLE TO: NURSERY MANAGER**

### **Overall purpose of Post**

- To support the Nursery Manager in raising the quality of early years provision, including physical, emotional, social and intellectual education and care for children age 0-5 in the setting whilst maintaining Ofsted regulations and welfare standards.

### **Key Tasks**

- To support the Deputy Manager in role modelling best practice and supporting the team in providing an enabling, welcoming environment in which all individual children play, learn and develop.
- To provide management and supervision support to allocated nursery practitioners.

#### **1.0 Management**

- 1.1 To lead allocated nursery practitioners, with support of the Nursery Manager, ensuring that they are trained in their duties and appraised of their performance. This will include induction procedures, policies and procedures and the supervision and appraisal cycle.
- 1.2 To support a culture of team working with colleagues, attending regular team meetings and having good communication between staff, parents/carers and partner agencies.
- 1.3 To support the Nursery Manager in encouraging and motivating staff to have high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential.
- 1.4 To encourage and be supportive of Volunteers, Apprentices, Students and Work Placements.

#### **2. Operational**

- 2.1 To participate in curriculum planning and implementation providing an effective learning environment, meeting Ofsted requirements and the EYFS.



2.2 To complete monitoring records including moderation of Learning Journeys and Summative Assessments.

2.3 To promote FSN as an agency providing services for families and their children by actively signposting and referring.

2.4 To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.

2.5 To be vigilant and advise the Deputy/Nursery Manager of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.

2.6 To carry out tasks following set guidelines within the appropriate policies and procedures.

2.7 To work with parents/carers and co-workers in a positive and supportive way, presenting at all times an image and behaviours that are positive and of high quality.

2.8 To contribute to reports where necessary to support the development of children and the nursery.

2.9 To support the nursery team in all duties including setting and clearing up of the nursery and preparation of snacks, meals and cleaning of the nursery and resources.

### 3.0 **Other Duties**

3.1 To be aware of and work within and promote FSN's policies at all times and report any issues of concern and any complaints to the Deputy/Nursery Manager.

3.2 To undertake appropriate continuous professional development by attending supervision, training and meetings as and when required and cascade training information to nursery team members.

3.3 To carry out any other reasonable duties as requested by Management.

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.