



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title:	Nursery Class Supervisor
Line Manager:	Nursery Manager
Responsible for:	No direct reports
Contacts:	Staff, Nursery Children, Parents/Carers

JOB SUMMARY

Promote the learning development of each child. Work as part of the Nursery Team of Supervisors and Assistants and with parents/carers to provide a stimulating, creative and safe environment for the children.

Help create a happy working environment for other members of the Nursery team and encourage and assist them with their professional and personal development.

PRINCIPAL ACCOUNTABILITIES

Working with the children

1. Care for their physical, emotional, intellectual and social well being and general development.
2. Oversee and co-ordinate the assessment of the children in your care.
3. Plan and provide a variety of stimulating activities and learning experiences suitable to the age and development of the children.
4. Promote the self-esteem of each child.
5. Foster a caring, positive, friendly and polite attitude in the children towards others.
6. Promote positive cultural images to ensure that all children regardless of cultural or religious influences, are seen as valuable members of society.
7. Monitor and develop the daily routine and record keeping procedures to reflect the needs of the children.
8. Maintain high standards of hygiene, cleanliness and safety in all areas of the Nursery.

Working with parents

1. Work in partnership with the parents to provide the best care possible, specific to each child where practical.
2. Promote full, consistent and relevant exchanges of information with parents in a professional manner.
3. Help to organise and prepare consultations with parents.
4. Prepare written reports to parents on their child's development.

Working with colleagues

1. Work with other members of the Nursery staff to promote and maintain a positive working environment and uphold the reputation of the Nursery and School.
2. Promote full, consistent and relevant exchanges of ideas and information with colleagues.
3. Liaise with other Nursery staff as part of the wider team on the day to day running of the Nursery.
4. Liaise with other staff when necessary regarding equipment and resources, helping to ensure adequate supplies are maintained and safety requirements adhered to.
5. Agree with Assistants in advance the topics for each term. Assist with the preparation of the topic activities.
6. Prepare and run extra curricular activities such as sports days, celebratory activities and occasional visits to or from the Nursery.
7. Participate in full Nursery staff meetings, Supervisor meetings and meetings with Deputy Manager and Manager.

Other occasional duties

- a) Participate in Inset Training Days.
- b) Participate in Burgess Hill Girls Open Days as required.
- c) Provide cover for absent colleagues if at all possible.
- d) It is expected that in an emergency and/or unusual situation, all staff will help with whatever duties are necessary to ensure the effective running of the Nursery.

JOB CONTEXT

The Job holder works within a team of full time and part-time nursery staff, working across 3 classrooms (Hedgehogs, Squirrels and Badgers). Each classroom is led by a Supervisor and supported by Assistants. All nursery staff report direct to the Nursery Manager who is supported by a Deputy Nursery Manager. The nursery team is supported by a dedicated Secretary/Receptionist.

CONDITIONS OF SERVICE

Full-time role (35 hours per week) to be worked on a 52 week contract (less holiday entitlement). The nursery is open between 8.00am and 6.00pm Monday to Friday for 51 weeks of the year and staff could be asked to work shifts between 7.30am and 6.30pm on a rota basis.