



TITLE OF POST: Early Years Supervisor

LOCATION: Howgill Family Centre

HOWGILL MISSION STATEMENT

Howgill Family Centre works to improve the lives of children, families and their communities in Copeland

PURPOSE OF POST:

To be responsible for the day to day running of the Early Years setting within Howgill Family Centre

RESPONSIBLE TO:

The Trustees of Howgill Family Centre are the legal employer for this post and exercises all the usual responsibilities attendant on this.

The Early Years Supervisor reports to the Early Years Manager.

MAIN DUTIES:

Early Years

1. To plan, organise and maintain an enabling environment appropriate to the developmental needs and interests of all the children
2. To teach children by ensuring challenging, playful opportunities across the Prime and Specific areas of learning and development
3. To keep clear records of curriculum planning and to keep up to date profiles of children's development and progress, working in partnership with parents and other members of staff
4. To manage a team of staff to meet the requirements of the setting, including a Key Person system
5. To work in partnership with parents
6. To enable children to be strong and independent through positive relationships
7. To support children by meeting their needs whatever they may be including Special needs and disabilities, English as an additional language or others that may arise
8. To adhere to and be familiar with all Howgill's Policies and procedures
9. To ensure that all registers and paperwork including children's files and reports are up to date
10. To provide the Early Years manager and Early Support manager with all paperwork required
11. To attend and contribute to meetings and training sessions as required
12. To make sure that all staff have an appraisal and supervision in line with good practice

- 13.** To support and supervise students, staff and apprentices
- 14.** To be responsible for contacting and meeting with new parents and children
- 15.** To be responsible for registers, collecting fees and other administrative duties as required .
- 16.** To have a clear commitment to equality of opportunity for all
- 17.** To work in partnership with other partners and agencies
- 18.** To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- 19.** In all contacts the post holder will be required to present a good and professional image of Howgill Family Centre
- 20** This post is subject to a criminal records check under the arrangements set out in Howgill's disclosure and barring service(DBS) policy