

## JOB DESCRIPTION & PERSON SPECIFICATION

**Title:** Child Care Room Supervisor  
**Responsible to:** The Dry Arch Children's Centre Management Board, through Centre Manager  
**Location:** Dry Arch Children's Centres, Dungiven  
**Hours:** 37.5 – 40 hours per week

### MAIN DUTIES & RESPONSIBILITIES

#### **Working with Children Parents and staff:**

1. Will be required to supervise and motivate room staff/students and delegate duties appropriately. Lead and encourage the staff/students to work in a team environment bringing out their best to enhance the service provided
2. Will be responsible for the overall safety and well-being of the children in the room maintaining appropriate ratio's for the age group in your care at all times
3. Will be responsible for organising planning sessions with staff then implement an agreed programme of activities to suit the children's stage of development. Encouraging children to experience creative, imaginative, manipulative, social and physical play with the inclusion of natural materials. The promotion of Positive behaviour should be adhered to in line with Dry Arch behaviour management policy
4. Will maintain relationships with parents and keep them fully informed of their child's overall development
5. Will assist in the effective induction for new members of staff/volunteers and students using resources provided by the Management and liaising with the Day Care Managers on performance and progress during the probationary period
6. To recognise and develop your teams individual personal Development, and recognise training needs through supervision and performance in line with Dry Policy on new staff and recruitment
7. Will be aware of family backgrounds and be active in identifying behavioural difficulties in children
8. Will liaise with family support staff if required to ensure a holistic approach to service provision
9. Maintain a mature responsible attitude in and out of the work place. Lead by example, deal with work issues in a confidential manner directly with a member of the management team

#### **Administration and Maintenance:**

10. Will be responsible for the implementation of standards laid down by the Dry Arch Children's Centre Children's Centre Management and to ensure that all social services regulations are adhered to and the preschool curriculum followed if applicable
11. Will be aware of child protection issues and ensure the centre policy on child protection is implemented, all issues must be reported immediately to the centre manager/Designated officer
12. Will ensure equipment is maintained and carry out routine safety checks of day care room and equipment, liaise with Manager in connection with any health and safety matters

13. Will ensure record keeping is kept up to date as stipulated by management and follows the requirements laid down by social services e.g. accident/incident records, fire drills, developmental observations on children, home accident book and registers. These are checked regularly and completed before stored at the end of each term
14. Will assist in organising and risk assessing proposed trips and outings, and will help ensure that adequate supervision is in place before and during outings
15. Must attend regular staff meetings on a monthly basis
16. Must attend regular ongoing mandatory training as laid down by management and any additional training needs identified
17. Must keep confidential any personal information regarding children, parents or other staff members. **Such personal information regarding children will only be passed on in the interest of child protection**
18. Will ensure the overall implementation of good hygiene standards are followed also encouraging effective personal hygiene routines for children and staff as required
19. Will ensure overall hygiene and cleanliness of the room on a regular basis
20. Report any concern you may have regarding the practice of colleagues, volunteers or Students relating to the care of children in line with procedures set out in Dry Arch Whistle Blowing policy. Ensure staff, volunteers and students also understand and comply with this Policy
21. Will report to day care supervisor on a daily basis to relay any issues that need addressed within the room regarding children, staff or general issues
22. Be aware and make staff aware of the strict policies around social networking. Never discuss or make reference to work on these forums as it is a direct breach of your contract.
23. Will undertake key holder duties from time to time
24. Will undertake any other tasks requested by management in line with role

**This Job Description is neither definitive nor restrictive and may be modified at any time to meet changing needs.**

## PERSON SPECIFICATION

### Room Supervisor

<b><u>ESSENTIAL REQUIREMENTS</u></b>	<b><u>DESIRABLE REQUIREMENTS</u></b>
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>• QCF Level 3 Diploma in Child Care, Learning and Development or Play work or equivalent</li> </ul>	<b>EDUCATION</b> <ul style="list-style-type: none"> <li>• NVQ Level 5 in Childcare or equivalent</li> </ul>
<b>JOB EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Extensive experience working in a day care setting</li> </ul>	<b>JOB EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Previous supervisory experience</li> <li>• Experience of leading and motivating a team of staff</li> <li>• Experience of implementing and planning activities</li> </ul>
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Working knowledge and good understanding of child development</li> <li>• Knowledge and understanding of the Minimum Standards and Childminding &amp; Daycare Regulations</li> <li>• Knowledge and understanding of confidentiality, professional boundaries and safeguarding children</li> </ul>	
<b>QUALITIES/ SKILLS</b> <ul style="list-style-type: none"> <li>• Have the ability to ensure paperwork and records are kept up to date</li> <li>• Must have the ability to provide warm and consistent care which promotes children's development</li> <li>• Must have the knowledge, understanding and commitment to treat all children as individuals with equal concern</li> <li>• Must have a caring disposition, integrity, and be passionate about working with children</li> <li>• Must be able to develop positive relationships with colleagues, parents, children and outside agencies</li> <li>• Must be a positive team worker with excellent written and verbal communication skills</li> <li>• Must be reliable and trustworthy</li> <li>• Must have excellent organisational skills and the ability to plan ahead and manage time efficiently</li> <li>• Must be IT literate</li> <li>• Must have a positive approach to completing further training</li> </ul>	
<b>FLEXIBILITY</b> <ul style="list-style-type: none"> <li>• Must be flexible and be prepared to work outside normal hours to fulfil the role, or to provide cover in both centres from time to time</li> </ul>	