Job description: Room Supervisor and Forest School Assistant

Little Angels Day Nursery, 56-58 Shepherd Street, Northfleet, Kent, DA11 9PT

**Job title:** Room Supervisor and Forest School Assistant

**Responsible to:** Deputy Manager, Nursery Manager and Director

**Purpose of the job:** To work as a Room Supervisor and Forest School Assistant and as part of the Nursery team under the direction of the Deputy Manager. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting.

Safeguarding requirement: Little Angels Day Nursery is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties**

* To plan for children’s learning using the Early Years Foundation Stage (EYFS) for guidance.
* Enjoy being and teaching outdoors
* Follow the Setting Practice on observing children through play with little or no written observations
* To supervise and support staff in the daily routine and operation of the Setting
* To ensure that Staff are working and supervising children
* To supervise and support Staff in maintaining good practice ensuring teaching children in the moment and next steps are carried out and documented, if necessary
* To carry out tasks following set guidelines within the appropriate policies and procedures.
* Ensuring the rooms have adequate resources for children’s learning
* To help to set up for the daily routine and programme and to help tidy away at the end of the session.
* To be a key person to a small group of children, liaising closely and building an effective relationship with Parents/Carers and ensuring each child’s needs are recognised and met.
* To work in partnership with Parents/Carers and other family members.
* To advise the Manager of any concerns, e.g. Health and Well-being of Children or the safety of equipment, preserving confidentiality as necessary.
* To take action to support the setting to achieve and maintain a minimum Good Ofsted rating at the next inspection.
* To teach children, in the moment, offering an appropriate level of support and stimulating play experiences.
* To ensure that children are kept safe and that you understand when to follow child protection procedures.
* To support meal times within the setting.
* To actively participate at team meetings, supervision meetings and appraisal meetings.
* To attend mandatory training courses as required and to take responsibility for your own personal development.
* To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
* To be aware of, work according to and adhere to all the setting’s policies and procedures.
* To ensure that adequate records are kept and updated regularly as part of the running of the Setting
* To comply with the requirements of the General Data Protection Regulation.
* To be aware of good hygiene regulations and good practice
* He/she must have the ability to work in a team and on their own
* Have the ability to maintain records, plan sessions and take on a Deputy role (If necessary)
* Be flexible, punctual and reliable
* Have a positive attitude to all using the Setting
* Behave in a professional manner at all times
* Be willing to undertake general kitchen tidying up duties during the course of the day and/or at the end of the day
* Participating enthusiastically and embracing the Forest School Ethos
* To support the Forest School Leader in the running of forest school sessions
* To assist the Forest School Leader with the timetable, plan and preparing sessions
* To assist the Forest School Leader with setting up activities and getting equipment and materials ready
* To maintain the materials, tools and equipment to ensure they are safe to use
* To assist the Forest School Leader in preparing and keeping up to date the relevant Risk Assessments, as well as having an awareness (including daily Risk Assessments).
* Support the Forest School Leader in planning and obtaining resources for Forest School
* Liaising with staff to help planning and delivering outdoor learning
* To carry out any other reasonable duties as requested by Management
* This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

**Person specification**

***Essential criteria***

* Must have a Full and Relevant Level 3 Early Years Education and Childcare qualification or equivalent
* Previous Room Supervisor experience of working with young children in a Nursery Setting
* Ability to support planning and resourcing structured outdoor learning opportunities
* Excellent interpersonal and organisational skills
* Good knowledge of child development from birth to five years.
* Good knowledge of the Early Years Foundation Stage (EYFS).
* Good knowledge of safeguarding and child protection procedures.
* Good communication skills.
* An understanding of play-based approaches to children’s learning and development.
* A commitment to continuously promote a culture of safeguarding.
* A commitment to equal opportunities.
* A commitment to working effectively with young children and families and especially children with Special Educational Needs and/or Additional Needs
* A friendly and flexible approach at work which facilitates the development of effective relationships.
* The desire to have a fun and exciting job

***Desirable criteria***

* SEN training
* Current Paediatric First Aid qualification.
* Forest School interest
* Outdoor learning interest

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**