



JOB DESCRIPTION

Job Title: Early Years Supervisor

Department: Children's Services

Section: Early Years

Reports to: Early Years Co-Ordinator

Line Manager and Budgetary Responsibilities:

Direct reports: 2/3 Early Years Assistants

Supervision of students and volunteers

Responsible for ordering resources and snacks for the programme within agreed budget

Context:

This role has evolved, and the role of the Early Years Supervisor in a Sure Start setting no longer matches with the original job description of an E (EY1) Early Years leader.

Key working relationships:

Internal: Reports to the Early Years Co-Ordinator, supervises 2/3 early years workers, daily. Works closely with the parents providing updates, arranging stay and play sessions, and home visits. Work collaboratively with the Multidisciplinary Sure Start team to support the children and their families, including Speech & Language Therapist, Allied Health Professionals and family support team.

External: Support & Supervise Volunteers and students, Reports to the funders (DE) early years specialist, meets with this person regularly to ensure the programme is operating to a high standard, provides plans, assessments, written reports. Liaise with other service providers, professionals involved in the child's life. Liaise with local nursery schools, playgroup provides and provide information on transition

Job Purpose:

Direct line management of an agreed early years team to provide a high-quality Early Years programme for children aged 0-4 in line with commissioner requirements.

**Key Responsibilities:**

- To have oversight and responsibility for a designated group of children, their families, and their key workers.
- To supervise/line manage early years workers in the team as well as students/volunteers as required.
- To plan, implement and evaluate a curriculum appropriate to the age group and individuals' needs of the child, including the room layout, and resources to meet the children's needs.
- Contribute to the effective use of resources and care of the children, through a high-quality environment that facilitates effective indoor and outdoor play experiences, that also meets individual needs, encourages positive self-image in children and their families regardless of culture heritage, race religious beliefs, disability or gender.
- To operate within a key worker system observing, reviewing, and evaluating a child's progress including the maintenance and retention of accurate notes and records (manual and computer) to inform planning.
- Develop a parent's programme in line with the above to role model and support parents with play and the understanding of age and stages of development.
- To build relationships with parents and arrange home visits throughout the year to keep parents informed of the progress of their child.
- To prepare individual learning plans if necessary and share these with parents and other professionals if necessary.
- To maintain a high standard of health & Safety, responsible for making sure the Fire Logbook is maintained and fire drills are carried out. As well as making sure fire safety equipment i.e Emergency lights are in working order
- Adhering to early years policies, procedures and to be alert to child protection and safeguarding issues, referring to appropriate managers, in line with safeguarding policies and procedures.
- To ensure safe administering of medicines, to children as required in line with medication procedures.
- To work in partnership with parents/carers to empower them and to enable them to achieve better outcomes for their children. To support parents to make onward referrals if necessary.
- To work co-operatively with children's services, health agencies and other community-based services, to provide the most effective service for children young people and families.
- To work co-operatively with the wider multi-disciplinary Sure, Start team, including the sharing of appropriate information to meet the needs of the family.



- To provide reports to the Early Years Co-Ordinator and the Commissioner's Programme Specialist with regards to the children's development, assessments and interventions.

Key Activities

For Service Users

- To work with children age 0-4 and their families, on a one to one or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes. The post holder will have responsibility to work directly with the most complex of cases/situations.
- To work in partnership with parents/carers to empower them and to enable them to achieve better outcomes for their children.
- To work co-operatively with other professionals in children's services, health agencies and other community based services, to provide the most effective service for children young people and families.
- To apply safeguarding and child protection procedures and to report as necessary.

For Resources

- To be responsible for equipment/resources used in day to day work.
- To source equipment as required to meet the needs of individual children
- To ensure that snacks are order on a weekly basis and in line with our healthy eating policy
- To be responsible for case note recording, contributing to case reports.

For People (Staff, Students, Volunteers)

- To supervise a team of staff in line with Barnardo's policies and procedures
- To supervise students and ensure that all policies and procedures are adhered to.
- To ensure that all HR tasks are carried out effectively.
- To lead by example to work to Barnardos policies and procedures. To implement minimum standards in accordance with Social Services inspections.

For Health and Safety

- To promote, monitor and maintain health safety and security in the working environment
- To ensure that Risk assessments for indoors and outdoors are up to date and continually reviewed.



- Ensure that all accidents and Incidents are recorded and reported in line with policy.
- To ensure that all toys and equipment is checked on a daily basis
- To ensure that all Medicine is locked away in line with policy
- To ensure that the setting is operating at a high quality in line with Social Services minimum standards.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required. Pre-employment checks will be required for the role.

Candidates must have access to transport to enable them to fulfil the requirements of this post.

A satisfactory Enhanced Disclosure Clearance via the Disclosure and Barring Service will be required for the role.

Social Services vetting procedures will also be required as part of working in a registered childcare setting.



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

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Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

For certain Children's Services posts, specific qualifications are required.

Only include essential qualifications necessary for the job – 'nice to have's' should be designated as *desirable* (D), not essential.

- QCF Level 3 CCLD or play work or equivalent
- Awareness of factors impacting on and issues facing vulnerable children and young people and families (disadvantage, poverty, disability)
- Paediatric first aid (D)
- Food Hygiene (D)

Experience

Include here specific details about the experience required. Avoid quoting length of experience as this can be discriminatory. Barnardo's approach means that people who have developed the necessary skills through a different career path will not be excluded. Again, 'nice to have's' should be indicated as *desirable* (D).

- Experience of working with families and children 0 – 4 years
- Experience of observations, Assessments and record keeping
- Experience of working in a Sure Start setting (D)

Circumstances

- Flexibility in working hours and location, as per contract of employment.
- Candidates must have access to transport to enable them to fulfil the requirements of this post.



Competencies

Personal Growth

Able to show adaptability and take advantage of new ways of doing things in addition to managing own personal learning and development

Planning and organising

Ensures the successful achievement of results through the effective planning and management of resources, which are in line with the organisation's strategic direction. An ability to think through and adopt a clear, sensible step-by-step approach to planning and organising work, making effective use of time and resources in order to get the job done as effectively as possible.

Team Working

Ability to working collaboratively and share information within and across the organisation and contribute to the effective delivery of Barnardo's services. Builds and maintains good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

Interpersonal Understanding

Understands, interprets, responds to others' concerns, motives, feelings and behaviours; accurately recognises strengths and limitations in others. Manages own feelings effectively to sustain a constructive input in a group setting as well as a one-to-one setting, even when working under stressful conditions.

Managing Diversity

Recognising the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo's. Utilising individual performance, responding to changing working practices and acknowledging the changing customer/client base that the organisation operates with

Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

**Leadership and Management Behaviours**

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

To be completed by the People Team / Pay and Reward Team

Job Title	Early Years Supervisor
Grade	D (EY1)
Job Family	Other Regulated Services
Job Type	Professional
Compensation Region	Rest of UK