

# **The Venture (Wrexham) Ltd**

## **Job Description**



**Job Title:** EARLY YEARS SUPERVISOR

**Responsible To:** Chief Officer

**Hours/days of Work:** 22 hours per week

**Location:** The Venture, Garner Road, Wrexham, LL13 8SF

### **Purpose of the Job**

To provide high quality education and care for children aged between two to three years, in a safe and stimulating environment. To fulfil legal and statutory requirements with Care Inspectorate Wales (CIW) ensuring policies and procedures are implemented within the setting. Support all staff in the delivery of the Flying Start programme and work in partnership with the Flying Start advisory teacher, Health Visitors and other professionals relating to Flying Start. To support the staff team and volunteers to provide a quality service to the local community.

### **Main Duties and Responsibilities**

#### **Childcare Provision**

- Assist in the day to day running of the Early Years Centre
- Deputise for the Senior Early Years Supervisor when necessary
- Liaise with the Local Authority and other professionals associated with the Centre
- Work in partnership with parents/main carers to ensure their children's individual needs are met and ensure the full integration of children with special needs.
- Ensure children are supervised at all times, adhering to adult/child ratios
- Ensure that children are cared for in an environment that is safe, secure and suitable for purpose.
- Provide a rich environment for play that is welcoming and friendly to children and parents.
- Work closely with the children, other members of staff and parents.
- Support staff to work together as a team and provide an atmosphere that is happy and positive at all sessions.
- Support staff to carry out observations to promote child development and provide additional resources or support if needed
- Ensure furniture, equipment and toys provided, are appropriate for their purpose and help to create an accessible and stimulating environment.

#### **Management & Administration**

- Assist in ensuring administration duties are accurate and up to date within the Early Years Centre.
- Ensure daily attendance records of children and staff are recorded promptly and accurately
- Facilitate weekly curriculum planning meetings and encourage all staff to have a positive input.
- Ensure their transitional paperwork is completed satisfactory
- Ensure all records relating to the group are kept confidential and secure.
- Attend supervision with your line manager every 4 to 6 weeks or when mutually arranged
- Attend Supervisor Forum meetings

## **Health & Safety**

- Child Protection procedure is followed at all times.
- Equipment is safe, well maintained and conform to BS EN safety standard.
- Fire drills are regularly practised and entered into a logbook
- Assist with risk assessments and ensuring they are carried out and reviewed as necessary, particular thought/care is given when visiting unfamiliar environments
- First Aid materials are checked and replenished as necessary
- Mini-bus policy is followed
- Health and safety regulations are complied with.
- Health & safety issues are reported to the Health & Safety officer of the Venture.
- Accident & Incidents are logged and cross referenced
- Medication policy is followed
- Snacks provided are nutritious and of manageable portion size and take account of special dietary needs of individual children

## **Training opportunities**

- Attend all compulsory training, e.g. Child Protection, Health & Safety, First Aid
- Attend induction and other training courses throughout their employment.
- Attend all Flying Start training
- Attend all planning and preparation meetings

## **General**

- Lead by example, act as a good role model and adhere to professional code of conduct
- Ensure that high standard of hygiene is maintained within the setting
- From time to time you may be required to work out of your normal working schedule.  
Appropriate notice will be given when and if this is required
- Attend/provide other reasonable request by the Chief Officer of the Venture