



Job Description

Kindergarten Supervisor

September 2023

There are two Kindergarten Supervisors, each responsible for the day to day running of either the Lower Kindergarten or Upper Kindergarten group. The Supervisors work collaboratively to plan and deliver learning opportunities across the Early Years Foundation Stage Curriculum.

Kindergarten is a busy and dynamic environment, and the ability for Supervisors to take the initiative and think on their feet is essential. A strong emphasis on pastoral care is at the heart of everything that we do. This extends to parental relationships, a Durlston priority being the strength of our home-school partnerships.

Each group is supported by one or more Early Years Assistants (depending on pupil numbers) and the Supervisors are responsible for assigning various tasks and activities to these staff.

Responsibilities are wide-ranging and include:

- Ensure the safety and well-being of the children whilst in the setting.
- Create an enabling indoor and outdoor environment which scaffolds the children's learning across the curriculum.
- Create opportunities for purposeful child-initiated learning which will help individuals to achieve their personal next steps.
- Plan and supervise delivery of adult-led individual and group tasks, e.g. carpet time, narrative groups, turn-taking games, 1:1 reading.
- Actively enable the children to become more independent.
- To be the key point of contact for parents on relevant day-to-day matters, usually at drop-off or collection, but occasionally by phone or email.
- Facilitate regular communication with the parent group – sharing of learning focus, daily highlights, menu and so on.
- Meet with parents twice each year at formal Parents' Evening sessions (N.B. these sessions will require a later finish time).
- Collate written and photographic observations, evidencing children's progress.

- Assess, record and monitor children's progress in relation to the non-statutory Development Matters guidance.
- Identify termly next steps for each child.
- Write a short termly report for parents, including next steps in autumn and Spring.
- In conjunction with the Head of Pre-Prep, to identify any concerns about children's development and to liaise with parents and relevant third party agencies as needed.
- For Lower Kindergarten: to complete the two year progress check where needed.
- For Upper Kindergarten: to prepare the children for transition to school, including liaison with Durlston Reception staff and other destination schools.
- Engage in regular professional dialogue with the Kindergarten staff team, including discussion about next steps for the children and daily/weekly/termly priorities in the Department.
- To be available to attend the weekly Pre-Prep staff meeting when relevant.
- Ensure that Safeguarding procedures are followed and to liaise with the DSL as needed.
- Complete daily administrative tasks including register, parental sign-in/out and nappy changing log.
- Participate in any relevant professional development.

Person Specification

Job title: Kindergarten Supervisor

Reports to: Head of Pre-Prep

	Essential	Desirable
Qualifications / Skills	<ul style="list-style-type: none">▪ NVQ2 or equivalent qualification▪ Outstanding verbal communication skills▪ Love of working with young children	<ul style="list-style-type: none">▪ NVQ3▪ Skilled at using visual aids and/or Makaton▪ Paediatric First Aid▪ IT literate
Experience	<ul style="list-style-type: none">▪ Knowledge and practical experience of the Early Years Foundation Stage Framework▪ Understanding and experience of how key early skills develop, particularly language acquisition, listening and attention, turn-taking	<ul style="list-style-type: none">▪ Experience of working with children with additional needs in an Early Years setting▪ Experience of day to day supervision of other staff members
Health	<ul style="list-style-type: none">▪ Good general state of health	
Personal qualities	<ul style="list-style-type: none">▪ Friendly▪ Nurturing▪ Courteous▪ Empathetic▪ Punctual▪ Team player▪ Flexible▪ Sense of humour▪ Energy and enthusiasm▪ Hard working	