

Ditton Church Pre-School is looking to recruit a Deputy Supervisor to work 26 hours per week, term time only, starting from September 2021.

The successful candidate will be required to be flexible on working hours, which are reviewed annually. Current hours for this role include Monday, Tuesday, Thursday and Friday.

Pay is £9.76 per hour term time only, plus 5.6 weeks holiday pay.

To apply please download an application form from our website [www.dittonchurchpreschool.org](http://www.dittonchurchpreschool.org) and email it to [info@dittonchurchpreschool.org](mailto:info@dittonchurchpreschool.org) along with your CV, for the attention of Wendy Caldicott, Pre-School Supervisor

***Please note – if you are interested, please apply as soon as possible as the closing date for this advert may be earlier than stated should a number of suitably qualified candidates apply.***

Ditton Church Pre-School is a small friendly community Pre-School which is a committee run, registered charity. We have been running for twenty years with a highly skilled staff team who pride ourselves on high quality care and education.

**Essential for the post**

1. Ability to plan and implement the Early Years Foundation Stage Curriculum.
2. To hold a minimum full and relevant Level 3 qualification.
3. To have a minimum of 2-3 years Early Years experience.
4. Commitment to equal opportunities and religious and cultural diversity.
5. Sympathy with the Christian ethos of the Pre-School.
6. To be competent in report writing.
7. To be computer literate in order to complete reports and referrals as required.

**Desirable for the post**

1. Experience of a committee managed Pre-School.
2. Qualified teacher status.
3. Experience of working with children with special educational needs and disabilities.

**Main Purpose of the Job:** To assist the supervisor in providing safe, high quality education and care for pre-school children, to fulfil legal and statutory requirements. To supervise staff and children in the absence of the named supervisor.

**Duties and Responsibilities:**

1. To act as a keyperson to a specified group of children. To effectively observe, assess and plan for children according to their individual needs.
2. To maintain records of the development of key children and work in partnership with parents and carers to share information that is relevant to the child’s wellbeing and development
3. To be familiar with the pre-school policies and procedures, to implement them accordingly and be involved in their review.
4. To prepare the setting for the days activities and pack away when necessary.
5. To attend and contribute to planning meetings, staff development days and in house training.
6. To be committed to their own continuing professional development and to identify how any training can be used to enhance the setting and further develop the staff team.
7. To work in partnership with committee members and attend social events and meetings as required.
8. To be responsible for projects and priorites as identified by their line manager.
9. To have a secure understanding of Safeguarding and Child Protection policies and procedures.

**Additional Responsibilities:**

1. To undertake all the Pre-School Supervisor’s duties in their absence.
2. To ensure appropriate deployment of staff in the absence of the Supervisor.
3. To be the lead staff member for behaviour management and inclusion.
4. To regularly evaluate the Early Years provision and use this to consistently improve outcomes for all children.
5. To be a positive role model within the staff team, ensuring that children consistently have access to a high-quality enabling environment, with a range of inspiring activities indoors and outdoors.
6. To assist the Supervisor in ensuring plans are implemented and to take the lead in planning for Rising Stars children, ensuring they are suitably prepared for the transition to Infant school.
7. To assist the Supervisor with mentoring and developing the staff team, including identifying training needs.
8. To welcome visitors to the setting when necessary.
9. To do the shopping for Pre-school and keep expenditure book up to date for the treasurer.

N.B. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**The successful candidate will be required to complete a DBS application**.

**Ditton Church Pre-School is committed to safeguarding and promoting the welfare of children. As an employer, the school expects all staff and volunteers to share this commitment.**

**In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DFES/04217/2006, The Independent Schools Standards Regulations 2007 and the Safeguarding Vulnerable Groups Act 2006, the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Recruitment Policy.**