

First Steps (Bath)
Quality Practice Supervisor split role Maternity cover
Practice Supervisor Grade Spinal Point 26

Job Purpose

To have an overview of practice within the setting, assessing, and raising quality through observation, feedback, staff supervision and consulting with parents. To hold the lead role for the setting in relation to the delivery of the educational aspects of the Early Years Foundation Stage. To work in partnership with lead and Senior Practitioners and to deputise for the Manager, providing a welcoming, inclusive, safe, stimulating, and enjoyable environment. To develop positive relationships with parents and carers, partner organisations and other managers and staff within First Steps (Bath) in line with First Steps Mission “to work in partnership.”

Job Description – main duties

- Practically supporting actions from supervisions, nursery action plans and appraisals through coaching, modelling, and reflecting.
- Supporting and promoting inclusive practice across the setting, including the support of SEND targets.
- Conducting and feeding back with peer and joint observations.
- Drawing together impact research and evidence when working on targets and actions to promote quality across the setting.
- Evidence the impact of areas of funding for groups i.e., EYPP
- Analyse cohort data and compare to previous, create actions and promote across the setting.
- Review and advise on the planning cycle periodically and support Leads to undertake a successful cycle.
- To supervise and line manage early years practitioners, assistants, trainees, and students working in the setting, including initial interviewing, induction, supervision, mentoring support and maintaining records as required with support from the service manager.
- Ensure that the day care operates following all relevant legislation, particularly the Early Years Foundation Stage and the SEN code of practice.
- Take on lead responsibilities for specific areas as delegated by the Nursery Manager, such as:
 - advising upon and informing practice across the Early Years Foundation Stage
 - supporting staff in observations, assessments and record keeping
 - co-ordinating reviews (including reviews for vulnerable children)
 - delivery of training (internally or externally)
 - leading curriculum planning which uses staff observations and assessments
- Promote excellent practice and contribute to raising the quality of early years provision across services provided by First Steps (Bath).
- Promote a positive attitude amongst other practitioners in having high expectations of all children and their abilities to achieve their full potential.

- Maintain an awareness of the needs of vulnerable children within the setting, and support practitioners to identify needs, share and record concerns, provide appropriate support, and/or refer them to colleagues or other agencies for specialist support.
- Undertake joint working with a range of agencies to enable children and their families to access other services, attending multi-agency meetings and/or taking on the Lead Professional role where appropriate, and working within child protection procedures where necessary.
- Plan and provide safe and appropriate learning and development activities in a range of contexts and using a range of resources, taking account of diversity, different ages, interests, and abilities, and promoting equality and inclusion.
- Actively support the development of children's language and communication skills
- Ensure that staff model and demonstrate positive values, attitudes, and behaviour, and support them with effective behaviour management strategies.
- Promote a positive culture of teamwork and collaborative working between colleagues, including contributing to staff meetings and to the development of policies and practices through the senior team, and sharing in collective responsibility for their implementation.
- Maintain appropriate electronic and paper records and prepare written reports or plans as required.
- Ensure a safe working environment for children, staff and families, including the arrangements for the daily securing of the building.
- Deputise for the Children's Services Manager as required.

This is not an exhaustive list, and the post holder may be required to undertake other duties commensurate with the grade.

Reporting to: Nursery Manager, First Steps (Bath)

Based at: Moorlands, but may be asked to work at any site managed by First Steps (Bath)

Person Specification

Experience

- Experience in a Lead or Senior Nursery Practitioner position (essential)
- Experience of supervising, training, mentoring or coaching staff, students, or volunteers (desirable)

Qualifications

- At least 5 GCSEs at A* - C 9 - 4 or equivalent, including Maths and English
- Qualified to at least Level 3 in a relevant subject, e.g., early years or social care.
- Qualified Teacher, Social Worker, or Early Years Professional (Desirable)

Skills

- Excellent oral and written communication skills, with the ability to relate well to people of all ages and backgrounds.
- Ability to supervise and support and challenge staff.
- Ability to manage effective meetings, including chairing multi-disciplinary meetings and/or meetings with parents and professionals from other agencies.
- Ability to organise and prioritise work.
- Competence in standard IT applications such as Word, Excel, internet, and email.

- Ability to manage information securely and confidentially.

Knowledge

- Understanding of the role of the SENCO with a setting
- Knowledge and understanding of the Early Years Foundation Stage, Welfare Standards, Safeguarding and Child Protection procedures, SEN Code of Practice

Personal qualities

- Able to encourage a culture of respectful and constructive relationships with children, parents, and carers, listening to them and respecting their views.
- Commitment to working in partnership with families, anti-discriminatory and inclusive work.
- Able to respect and uphold First Steps values and to implement policies and procedures, including confidentiality and child protection.

General

- Enhanced DBS check required.
- Car owner/driver (Desirable)

Effective Date: 1st September 2020

Updated May 2023

Updated March 2026