

Newcastle City Council

Job Description

School: Newcastle Federation of Nursery Schools

Post Title: Playgroup Manager (Ashfield)

Grade: N6

JE Code: A4315

Evaluation: 489 points

Responsible to: Assistant Head Teacher and Co-Head Teachers of the Federation

Responsible for: Support Assistant – Level 2 working in the Playgroup

Job Purpose: Operational day to day management of the playgroup. Promoting and working within a playgroup environment, meeting the needs of the children, families and community in which it is based, in accordance with the policies, procedures and working practices of the School.

Main Duties: The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To be responsible for the day to day management and co-ordination of the Playgroup, including the collection of fees, budget, staffing, training, supervision, equipment, materials, advertising and transport as appropriate. This includes supporting the staff appraisal processes.
2. To lead the planning, and implement and monitor a varied programme of play and education activities, for both groups and individual activities, in a secure and friendly atmosphere in order to widen children's interests, education and develop their participation in play.
3. To analyse data from the pupil tracker and identify areas for children's development in playgroup. Make adjustments to planning according to the need of individual children (or groups of children.) To support with the assessment of children as a member of a professional team.
4. To share responsibility, with the Assistant Head Teacher, for the children's progress in the Playgroup.
5. To prepare and keep detailed records, recording children's physical, care and educational progress in accordance with agreed and established procedures and practices.

6. To provide care and education through the provision of stimulating, enjoyable and constructive activities appropriate to the child's age and abilities to ensure physical, social, emotional, language and intellectual development.
7. To provide advice and information to parents and carers about the playgroup and its operation, its policies and procedure. encourage and support parents and carers to be involved in their child's learning. Discuss matters of importance and concern with parents regarding their children providing support to enable them to fulfil their parental role effectively.
8. Liaise with, and bring to the attention of the Assistant Head Teacher, relevant issues relating to its operation, safeguarding, procedures, practices and policies.
9. To carry out all administrative tasks associated with the smooth running of the Playgroup, including detailed record keeping, signing in and out sheets and attendance lists, re-ordering of supplies etc.
10. To ensure the establishment and maintenance of a safe environment for children supervised both indoor and outdoor in accordance with the school's policies and procedures. Ensure that children are supervised, and ensure the physical needs of children are being met and to maintain high standards of cleanliness and hygiene.
11. To promote partnerships with parents in all aspects of the playgroup's activities.
12. Participate in staff meetings and contribute to the development of the staff team.
- 13 To organise additional off-site pursuits, trips and visits for the children.
14. Attend to sick/injured children, including cleaning and re-dressing children who had soiled themselves. In emergency situations provide basic support to children who need help eg, assist with medicine, help them use inhalers etc.
15. Assist across the whole playgroup as required.
16. To promote and implement the school's Equality Policy in all aspects of employment and service delivery.
17. The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes in contact with.

May 2018