

Job Description	
Job title	Nursery Room Leader
Hours of work	In accordance with the respective contract.
Safer recruiting	<i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i>
Main purpose of the job	Ensure effective running of the Room so that planning, observations and next steps are completed whilst delivering high quality care and education for all children, ensuring that children have the opportunity to fulfil their full potential.
Reporting to	Nursery Manager
Main responsibilities and duties	<p>Responsibilities and Expectations</p> <ul style="list-style-type: none"> • Support and inspire staff in the implementation of activities including setting up and clearing away • Manage staff in the room, addressing issues as necessary and work with the Nursey Manager as appropriate. • Guide and advise staff on rotas and systems such as whose turn it is to go to 'lessons', breaks and other room duties. • Ensuring the room is the most effective in supporting children's development and safety e.g. the layout and resources • Dealing with parental concerns and knowing when to pass these concerns onto the Nursery Manager to deal with. • Supporting and leading other practitioners in the room and to be a good role model to them. • Represent the setting when the Nursery Manager is unavailable e.g. during visits and communicating with parents. • Feeding back to the Nursery Manager on behalf of the room team as necessary e.g. training requests. • Encouraging and supporting staff to complete all relevant paperwork as necessary including online journals. <p>To lead and support the room staff in order to achieve the best environment for the children to be safe and so that they are enabled to learn. Build the team so that they all have a clear understanding on their individual responsibilities and that of working together. Represent the room and Nursery in a professional manor within the school and when working with the manager. You will need to have an attention to detail and good</p>

communication skills. You will hold a relevant and up-to-date level 3 qualification at or above.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

Person Specification

Specification	Essential	Desirable
Qualification/Experience	Level 3 Childcare Qualification	
Personal competencies	<ul style="list-style-type: none"> • Sound knowledge of the EYFS curriculum • Sound knowledge of the statutory requirements of the EYFS framework, as well as health and safety requirements • Be able to plan appropriate activities for pupils' needs and developmental stages • Be able to prepare resources for learning activities and displays • Be able to assess pupils and keep evidence of assessments and next steps in learning • Be able to prioritise work • Be confident using ICT to record pupils' progress 	<ul style="list-style-type: none"> • Have experience of leading a room • Have experience of managing a team of staff • Have experience of performance management
Interpersonal skills	<ul style="list-style-type: none"> • Good communication skills • Able to build good working relationships with relevant adults (families, parents, colleagues and other professionals). This includes attending parent meetings. • Flexibility in working as part of a team • Be able to liaise with other professionals about pupils 	