



JOB DESCRIPTION- ROOM LEADER

Job Overview

The role of a senior nursery nurse is to work alongside the management team to provide a high level of professional leadership and management to all playroom-based staff and to ensure that all children receive the highest possible standards of care and education.

Aims

- Comply with all regulatory requirements
- Provide high standards of care and education
- Support playroom staff in their roles
- Acquire and maintain positive working partnerships with staff, parents and carers

Key Responsibilities

- Adhere to all company policies and procedures
- Ensure that all company policies and procedures are adhered to by all staff
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure appropriate planning and assessment is in place and is accurately maintained by the appropriate staff
- Support the development of good practice in relation to special educational needs and inclusion
- Provide leadership and support to all playroom-based staff to enable them to establish and maintain professional positive working relationships with both colleagues, parents and carers
- Deploy staff effectively to ensure the required standards are maintained
- Ensure the effective implementation of the company's keyperson system and allocate key children appropriately
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures
- Implement and support others in delivering the EYFS in line with current practice and guidelines
- Develop and maintain professional working relationships with relevant outside agencies
- Proactively promote the nursery to current and potential parents/customers including in the wider community
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Support, supervise and mentor playroom-based staff and students
- In conjunction with the management team identify, address and support in individual training needs and self-development such as supervisions and appraisals
- Undertake any other duties as reasonably requested by line manager
- Assume additional management responsibilities as and when required

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.



Person Specification – Room Leader

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Minimum full and relevant Level 3 Early Years qualification • Safeguarding 	Qualifications <ul style="list-style-type: none"> • Food and Hygiene Level 2 • Prevent Duty • FGM • Paediatric First Aid • SENDCO • Behaviour Management
Skills/Competencies <ul style="list-style-type: none"> • Ability to communicate confidently with adults and children • Good organisational Skills • Able to work well within a team • Good verbal and written communication skills • Able to maintain confidentiality • Generate creative ideas to inspire learning • Ability to write clear objective observations • Excellent planning and organising • Ability to write reports and keep clear and accurate records • Working with and supporting pare 	Skills/Competencies <ul style="list-style-type: none"> • General computer literacy with IT skills • Ability to work well under pressure • Able to reflect and learn from personal actions and experience • Evidence of ongoing personal development • Effective time management • Ability to prioritise workload • Working with outside agencies • Knowledge of digital learning platforms; i.e, FAMILY, Learning Book, Tapestry etc
Knowledge <ul style="list-style-type: none"> • Sound knowledge of the Early Years Foundation Stage curriculum • Able to ensure the safety and welfare of children through a confident knowledge of Safeguarding processes and procedures • Able to conduct child observations and assessments with a strong understanding of child development • Excellent knowledge of the current Early Years Inspection Framework • Health and Safety awareness 	Knowledge <ul style="list-style-type: none"> • Knowledge of the Special Educational Needs Code of Practice and the required support systems put in place
Experience Required <ul style="list-style-type: none"> • Background in working to the Early Years Foundation Stage framework • At least 2 years' experience working as a Nursery Practitioner or similar • Experience of working and communicating with parents and carers 	Experience Required <ul style="list-style-type: none"> • Experience of, and commitment to, outdoor learning i.e. Forest School. • Experience with using a range of technologies to teach and asses children, i.e. Interactive White Board, iPad • Previous Room Leader experience within an Early Years setting
Personal Qualities <ul style="list-style-type: none"> • Approachable • Empathetic • Self-motivated • Flexible • Friendly • Enthusiastic • Committed • Patient • Able to have fun! 	Personal Qualities <ul style="list-style-type: none"> • Resourceful