

<b>Job Title:</b>	Nursery Room Leader
<b>Hours:</b>	Full time – 36 to 40 hours per week approximately. Part Time and shift pattern work may be available for the right candidate.
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £27,000 - the salary is determined by your experience, qualifications, role responsibilities, institution size, and weekly hours worked.
<b>Responsible to:</b>	Nursery Manager /School Head Teacher

<p><b>JOB DESCRIPTION</b></p> <p>The Room Leader plays a pivotal role within the nursery, leading and managing a designated room within the nursery, ensuring high standards of care and education for children. The Room Leader will oversee the planning and implementation of activities, manage staff within the room, and maintain a safe, stimulating environment that supports each child's development in line with the Early Years Foundation Stage (EYFS) framework.</p> <p><b>The Room Leader should have:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of the Early Years Foundation Stage (EYFS) framework and child development.</li> <li>• Strong understanding of OFSTED standards and practices.</li> <li>• The skill, creativity, commitment, and enthusiasm required for working in early years education.</li> </ul>
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<p><b>KEY RESPONSIBILITIES</b></p> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead, inspire, motivate and supervise a team of practitioners within the room.</li> <li>• Ensure all staff members adhere to nursery policies and procedures.</li> <li>• Conduct regular team meetings and provide guidance, support, and training as needed.</li> <li>• Perform staff appraisals and participate in recruitment and selection processes.</li> </ul> <p><b>Child Care and Curriculum Implementation</b></p> <ul style="list-style-type: none"> <li>• To encourage a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a group setting.</li> <li>• Create a warm, welcoming, and stimulating environment where children feel secure and happy.</li> <li>• Promote diversity, equality, and inclusion, reflecting cultural differences and family circumstances and ensure all children, including those with special educational needs, are supported.</li> <li>• Ensure age-appropriate physical care routines including feeding, changing, and administering medicine are in place.</li> <li>• Promote healthy lifestyles through balanced meals, snacks, and physical activity.</li> <li>• Ensure staff model and promote positive behaviours and help children manage their behaviour.</li> </ul>
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- Establish and deliver an effective curriculum which includes assessment, planning and evaluation following the EYFS curriculum for all children 0-5 years.
- Oversee the planning and implementation of age-appropriate activities and educational programs.
- Ensure that appropriate learning experiences and environments for individual and group needs are in place.
- Ensure that activities encourage group learning and socialization.
- Ensure that numeracy and language development is supported through games and play.
- Ensure that adult-led and child-initiated activities are balanced.
- Ensure that children's learning and thinking is developed through sustained shared thinking.
- Ensure that systematic synthetic phonics and strategies for early literacy and mathematics are utilised.
- Ensure that children are supported through transitions and significant life events.
- Develop and maintain procedures for regular review and assessment of each child's progress in partnership with staff and parents.
- Ensure that children's progress and development is monitored and that parents are regularly communicated with.

### Health and Safety

- Ensure the safety and welfare of the children at all times.
- Respond to accidents, injuries, and emergencies.
- Ensure the nursery meets all health, safety, and cleanliness standards and regulations.
- Implement and oversee emergency procedures and protocols.
- Ensure the Nursery medicine procedures are adhered to.
- Maintaining allergy management systems in line with the nursery policy.
- Ensure robust safeguarding procedures are in place and followed at all times, and report any concerns to the designated safeguarding lead.
- Adhere to all nursery policies and procedures.

### Parental and Caregiver Engagement

- To build and maintain positive relationships with parents and guardians.
- Communicate regularly with parents about their child's progress and daily activities.
- Organize and participate in parent meetings and events.

### Administrative Duties

- Maintain accurate records of children's development, attendance, and any incidents.
- Ensure all documentation is up-to-date and complies with regulatory requirements.
- Manage room resources and equipment, ensuring they are well-maintained and used effectively.

## PERSONAL SPECIFICATION

### Essential:

- Functional Skills Level 2 in English and Maths

### Desirable:

- GCSE Maths / English at Grade C or above.

<ul style="list-style-type: none"> <li>• NCFE CACHE Level 3 Diploma for the Early Years Workforce</li> <li>• Proven experience in a leadership or supervisory role within a nursery setting.</li> <li>• Proficient in basic computer applications (MS Office, email, etc.).</li> <li>• Current Paediatric First Aid certification.</li> <li>• Current Safeguarding certification.</li> <li>• Current COSHH certification.</li> <li>• Current Food and Hygiene certificate.</li> </ul>	
<p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Approachable.</li> <li>• Committed.</li> <li>• Patient.</li> <li>• Creative.</li> <li>• Self-motivated and able to motivate others and promote good team working.</li> <li>• Calm under pressure.</li> <li>• Ability to handle emergencies and stressful situations calmly.</li> <li>• Well-organized.</li> <li>• Team player.</li> <li>• Desire to make a difference in children's lives.</li> <li>• Reflective practitioner.</li> <li>• Professional at all times.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Enthusiastic, positive, and flexible.</li> <li>• Strong time management and organizational skills.</li> <li>• Excellent attendance and punctuality record.</li> <li>• Commitment to continuous professional development.</li> <li>• Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.</li> <li>• Ability to handle manual tasks such as lifting children, changing nappies, and carrying toys and equipment.</li> <li>• Flexibility to work various shifts as needed and cover for staff absences.</li> </ul>	
<p><b>Safeguarding</b></p> <p>All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.</p> <p><b>Candidates must have:</b></p> <ul style="list-style-type: none"> <li>• An Enhanced DBS check on the update service (or be willing to obtain one).</li> <li>• At least two references - including one from the last employment position.</li> <li>• A Pre-employment health-check may also be required.</li> </ul>	