

**Position: - Room Leader**

<b>Job Title:</b>	<b>Room Leader</b>
<b>Hours:</b>	Full and part time positions, term time and non- term time maybe a shift pattern. You will also be required to attend staff training meetings in the academic/business year.
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £23,000 - depending on experience and qualifications.
<b>Responsible to:</b>	Up to £23,000 - depending on experience and qualifications.

**Job Description:**

We are looking to appoint permanent full and part time level 3or above Room Leader Early who is passionate, hard working, and versatile to join our busy team. You must hold a full and relevant childcare level 3 or above qualification; NNEB, CACHE, BTEC or NVQ consisting of the Early Years Foundation Stage. (EYFS) Also will need to have a good knowledge of the effective teaching and learning across EYFS (and be committed to supporting the children to reach their full potential. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. To build and maintain strong partnership working with parents to enable children's needs to be met. Assigned keyworker to children and completed their learning journals regularly. Safeguarding knowledge and training.

**General Main Duties and Responsibilities:**

- To deliver the EYFS framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
- Experience of managing staff and thereby promote respect for the role. As your staff will learn and perform by how you perform your own role on a day to day basis.
- Assigned keyworker experience of working with children and completing their learning journals regularly.
- Experience of proactively contributing to an effective team working and foster open and honest communication amongst all employees within the business.
- Experience of managing room meetings, staff and ensure minutes are taken and copies given to management.
- Ensuring staff profiles in your rooms are up to date and relevant.
- Safeguarding knowledge and training.
- A good understanding of special educational needs.
- To deliver the EYFS framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
- Adhere to the settings policies, procedures and confidently at all times.
- Observe each child's progress and report on achievements, looking for progression and continuity alongside the EYFS
- Ensure your own key children scrapbook / profiles and those of your staff are up to date and maintained at the required quality level. Check scrapbooks / profiles at least monthly.
- Ensure you have a clear understanding of the settling of new children into your room as well as the transfer of children from your room to others in the nursery, or those going to school.
- Ensure that all employees provide high quality childcare at all times
- Ensure that employees attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.

- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you have a completed and up to date care plan for each child in your room.
- Ensure that all employees maintain an attractive, safe, secure, stimulating and reassuring environment for children indoors and outdoors.
- Action and monitor all child protection issues and accidents, incidents to ensure that any remedial action is taken immediately and reported to the manager and parents/carer.
- Maintain accurate records for all children including attendance registers.
- Understand and participate in the key person system.
- Arranging settles of new children and children transferring from room to room and cascade information to your staff in the other rooms.
- Welcome new parents into the nursery and settling in the new children into your room.
- Record any accidents or incidents and report to the manager and parents/carers.
- Ensure you are familiar with all key policies and procedures and that your staff are kept up to date.
- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Assist and attend regular parents meetings and open days.
- Provide feedback and daily reports to parents about their child's day at the nursery.
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
- To ensure that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency.
- To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our on-going objective.
- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, additional nursery activities, etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

**Room Leader – Personal Specification:**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Level 3 NNEB, CACHE, BTEC or NVQ consisting of the Early Years Foundation Stage.</li> <li>• GCSEs in English and Math grades A* - C or equivalent</li> <li>• First aid trained</li> <li>• Safeguarding training</li> <li>• 1 year minimum supervisory/room leader experience</li> <li>• Food Hygiene certificate</li> </ul>	
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.</li> <li>• Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.</li> <li>• Knowledge of computer software relevant to the EYFS curriculum</li> <li>• Know the legal requirements, national policy and guidance on the safeguarding of children.</li> <li>• Ability to prepare and plan effectively.</li> <li>• Good organisational skills</li> <li>• Ability to prioritise and management time effectively.</li> <li>• Ability to work part of a team.</li> <li>• The ability to use ICT effectively to engage with the children</li> <li>• Evidence of good management skills</li> <li>• Create a happy, stimulating, challenging and effective learning environment</li> <li>• Involvement and commitment to all aspects of settings life</li> <li>• Commitment to personal welfare and safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Specific expertise and enthusiasm for planning and teaching a creative, cross EYFS approach</li> <li>• Willingness to contribute to whole settings development</li> <li>• Willingness and ability to contribute to extra-curricular activities</li> </ul>
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> <li>• A desire to make a difference to the</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and commitment to equal opportunities issues</li> <li>• Commitment to inclusion</li> </ul>

	lives of the children you teach <ul style="list-style-type: none"> <li>•</li> <li>• A willingness to learn and develop new skills</li> <li>• Reflective practitioner</li> <li>• Professional at all times</li> <li>• Good written and oral communication skills</li> <li>• Enthusiastic and positive, approachable, accessible and flexible</li> <li>• Ability to plan time and organise work effectively</li> <li>• Ability to work with as part of a team towards a common purpose</li> <li>• An excellent attendance and punctuality record</li> </ul>	<ul style="list-style-type: none"> <li>• Brings personal interests and enthusiasm to the setting community</li> </ul>
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**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

PLACING PEOPLE DIRECT

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