

## Job Description

<b>Job title</b>	Nursery Room Leader
<b>Contracted hours</b>	Full time, 30 hours per week
<b>Contract term</b>	52 weeks per year
<b>Location</b>	Haverhill, Suffolk
<b>Base</b>	Unity Stars Nursery (Coupals Primary Academy school site)
<b>Salary</b>	Grade 4 scp 9-12
<b>Reporting to</b>	Nursery Manager
<b>Responsible for</b>	Deputy Room Leader Early Years Practitioners
<b>Introduction</b>	The postholder will be joining our team at an exciting time as we develop our nursery provision. The initial responsibilities for the role will be to provide support to the startup and development of this new setting. Support will be provided by the Nursery Manager and wider team.
<b>Job Purpose</b>	<p>The Room Leader is a qualified childcare professional with responsibility for the day to-day running of their room. They perform an important role caring for children, maintaining a high-quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.</p> <p>Deputise for the Nursery Manager in the event of absence and assume the additional responsibilities this entails.</p> <p>This job description may be amended at any time following the discussion between the line manager and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the nursery.</p>
<b>Key tasks and responsibilities</b>	<ol style="list-style-type: none"> <li>1. To contribute to the creation of a safe, welcoming and inclusive environment for all children.</li> <li>2. To follow the nursery's Safeguarding Policy to ensure that any referrals or Records of Concerns are dealt with appropriately.</li> <li>3. To be aware of nursery policies and procedures and ensure these are adhered to.</li> <li>4. To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care.</li> <li>5. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.</li> <li>6. To deploy staff and resources effectively, maintaining ratios in your room.</li> <li>7. To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.</li> <li>8. To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up.</li> <li>9. To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.</li> </ol>

	<ol style="list-style-type: none"> <li>10. To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities.</li> <li>11. To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life.</li> <li>12. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.</li> <li>13. To be professional and a good role model to the children and other staff members, at all times.</li> <li>14. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the nursery.</li> <li>15. To be aware of the high profile of the nursery and refrain from irresponsible behaviour that could impact the reputation of the nursery.</li> <li>16. To attend reasonable out-of-working-hours activities, including training, staff meetings, parents' evenings and special events.</li> <li>17. To assist in the development and support of other staff members by communicating effectively, sharing knowledge and experience, delegating tasks appropriately, identifying training needs, leading meetings with support from the senior management teams.</li> <li>18. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.</li> <li>19. To undertake any other aspects of nursery work according to need.</li> </ol>
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<p><b>General</b></p>	<ol style="list-style-type: none"> <li>1. In the performance of the duties outlined in this role description, the postholder may have access to confidential information relating to staff, children and parents. They may also have access to information relating to the practice of the nursery and/or Trust. All such information from any source is to be regarded as strictly confidential.</li> <li>2. Recognise own strengths and areas of specialist expertise and use these to support others.</li> <li>3. Appreciate and support the role of other professionals, attending and participating in relevant meetings as required.</li> <li>4. Participate in training and other learning activities and performance development as required, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Nursery Manager and SLT.</li> <li>5. To adhere to policy and procedures.</li> <li>6. To attend in service training and meetings as required.</li> <li>7. To ensure effective communication between the nursery and Unity Education.</li> <li>8. To undertake any other reasonable duties as directed by your line manager or a member of the executive leadership team.</li> </ol>
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.*

## Person Specification

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 4 in Children’s Care Learning &amp; Development, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• EYPS or Foundation Degree;</li> <li>• Commitment to further professional development.</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Significant childcare experience;</li> <li>• Leading a team and supervising staff.</li> <li>• Knowledge of current legislation and guidance (e.g. EYFS);</li> <li>• To lead others by demonstrating excellent practice appropriate to the early years curriculum;</li> <li>• Key operational policies and procedures, e.g. health &amp; safety, child protection, behaviour management and administering of medication;</li> <li>• Children’s developmental stages;</li> <li>• Excellent knowledge and understanding of the EYFS Framework and Statutory Guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting children with SEN, EAL.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• High degree of integrity and empathy when dealing with children;</li> <li>• To take the lead in planning age-appropriate activities;</li> <li>• To organise and monitor assessments to track children’s learning &amp; development;</li> <li>• Ability to lead, support and develop other team members through meetings and CPD;</li> <li>• Strong organisational skills;</li> <li>• Excellent communication skills in order to liaise with parents, staff and others;</li> <li>• Excellent organisational skills with the ability to meet targets and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in, and a willingness to develop the Curiosity Approach;</li> <li>• High levels of numeracy and literacy;</li> <li>• Food Hygiene;</li> <li>• First Aid;</li> <li>• IT literate.</li> </ul>
<b>Other qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and friendly;</li> <li>• Honest, trustworthy and reliable;</li> <li>• Reflective;</li> <li>• A flexible, energetic and adaptable approach, acting as a role model to other members of staff;</li> <li>• Commitment to Equal Opportunities.</li> <li>• Enhanced DBS Police Check</li> </ul>	