



Nursery Room Leader

South Lee Prep School, Bury St Edmunds

Job Title: Nursery Room Leader

Location: South Lee Prep School Nursery, Nowton Road, Bury St Edmunds

Hours: Permanent, Full Time.

Salary: To be discussed depending on age and experience

We are looking for a Room Leader to join our hard-working and inclusive team.

South Lee Prep School & Nursery is a forward-thinking school that is always looking for ways to enhance learning and ignite intellectual curiosity in our children. We want them to become independent learners, to ask questions, to challenge what they already know, to learn new ways of thinking and to be the best they can possibly be. We also want them to learn who they are and how to be resilient and happy in their own skin.

Through our six South Lee pillars (authenticity and achievement, communication and community, nurture, and zest) we aim to instil the skills and confidence in each child so they can go out into the world, ambitious and brave, ready to make a positive difference in whichever way they choose.

Job Description & Person Specification

Attributes of a successful candidate:

- Confidence, warmth, sensitivity, reliability, flexible and enthusiasm
- Ability to communicate effectively with children and young people
- Good interpersonal skills and sense of humour
- Excellent knowledge of child development
- The ability to communicate effectively both orally and in writing
- Good personal organisation e.g., time management
- Ability to work independently and as part of a team
- Ability to show initiative in a range of situations
- Ability to work with tact and diplomacy
- Ability to interact positively with pupils, parents and colleagues
- Experience of planning as part of a team
- Inclusive, kind and empathetic
- Good understanding of school and nursery policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection
- Good understanding of the Early Years Curriculum and the related assessments
- Good understanding of child development and learning.



Additional desirable skills & experience:

- Good I.C.T. skills
- Current experience in a nursery setting

Educational Achievements, Qualifications & Training

Essential

- NVQ Level 3 or equivalent in Early Years
- Good numeracy and literacy skills, preferably to GCSE Grade 4 minimum or equivalent
- Ability to use ICT effectively

Desirable

- A paediatric first aid qualification
- Current experience in a nursery setting

Key Responsibilities

1) Support for Pupils

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, particularly those with special needs, ensuring their safety and access to learning activities
- Have high expectations and promote self-esteem and independence
- Provide feedback to parents in relation to their child's daily care and progress

2) Lead the Room

- Have a sound knowledge and/or experience of the EYFS
- Use strategies, to support children
- Planning of learning activities
- Monitor pupils' responses to learning activities and accurately record progress as directed
- Establish constructive relationships with parents/carers
- Take responsibility for the logging information on Tapestry
- Develop good ongoing working relationships with other Nursery Practitioners
- Use initiative to resolve any baby needs



3) Support for the Curriculum

- Undertake structured and agreed learning activities adjusting activities according to pupil age.
- Undertake programmes of intervention, recording achievement and progress and feeding back to the Nursery Manager
- Support the use of ICT in learn
- Display and presentation of learning cues and pupils work inside and outside of the classroom environment, as required
- Make sure activities link to EYFS framework for all children

4) Support for the School

- Undertake training and CPD as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, at times, outside of her working hours.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

5) Leadership & Responsibility

- Continue health and safety standards are met in the baby room.
- Understand, log, and report any safeguarding concerns to Nursery Manager.
- Ensure the highest standards of customer care are upheld for both children and parents/guardians

Terms of Employment

- A full-time, permanent role: 40 hour working week (working between 8am to 6pm over four or five days as agreed in discussion with the Nursery Manager) with half an hour paid lunchtime.
- This job description may be amended to meet the demands of the school.



Staff Benefits

- Collaborative and supportive work environment
- Company pension contributions
- Competitive salary and school fee discount
- Continuing professional development opportunities, including allocated Staff INSET days for professional development.
- Staff well-being sessions at our on site gym
- Option for free hot lunch each day
- Free hot drinks and staff breakfast on a Friday
- Discounts on hire of facilities
- Discounts on selected local shops
- On-site parking available
- 20 days plus bank holidays (we are also closed on Christmas Eve – New Year as extra holiday entitlement)

The school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For any further information or to submit your application form, please email recruitment@southlee.co.uk or visit www.southleeschool.co.uk/work-with-us

The school office will also be able to help with any enquiries: 01284 754 654.