

Job Description

Job title	Nursery Room Leader
Contracted hours	Part time, 31.5 hours per week
Contract term	52 weeks per year
Location	Haverhill, Suffolk
Base	Chalkstone Way, and occasionally other Unity Education nurseries as required
Salary	Grade 4 SP 9 - 12
Reporting to	Nursery Manager/Deputy Manager
Responsible for	Early Years Practitioners
Introduction	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.
Job Purpose	To create a caring learning environment for children aged 0-4 years in which children can develop emotionally, socially and educationally through individual attention and group activities. To operate a well run and educationally excellent room for either the 0-2 or 2-4 year olds. 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.
Key tasks and responsibilities	1. Work with Children • Provide a high standard of care for the children's physical and emotional needs, ensuring that this is carried out in a safe environment. • Lead responsibility of key person role within the room. • Monitor and record information on individual children on a daily basis. • Observe children and pass on relevant information to nursery staff and parent carers. • Establish positive and sympathetic relationships by working in partnership with the children's parents carers, and to undertake good effective communications. • Ensure that all children are accessing a high quality early years provision. • Provide all aspects of care for children including washing, feeding, toilet needs and changing. • Play an active part in meeting the personal and emotional needs of individual children. • Record accidents and any treatments given. • Liaise with parents/carers, nursery staff and other agencies to ensure that the individual needs of the children are identified and met. • Attend meetings with parents/carers when required. 2. Team work • Lead the team to promote and provide a high quality, welcoming, play-based learning environment for children. • Support colleagues with nursery children where required.

- Attend staff training and personal development training as identified and as available.
- To contribute to the social and extra-curricular activities of the nursery and assisting with their organisation when required.
- Lead staff with planning, preparation and completion of daily activities.
- To assist with the setting up and clearing away of daily equipment.
- Attend staff meetings as required and contribute to the planning of curriculum learning.
- Support the establishment and maintenance of positive relationships with parents carers and external agencies.
- Monitor stock levels of consumables and notify room leader of requirements.
- Attend staff training and personal development as identified and as available.
- Attend and contribute to staff appraisals.
- To contribute to the social and extra-curricular activities of the nursery and assisting with their organisation when require.
- Assist with preparation of resources and materials needed for the planned nursery activities.

3. Other

- Take responsibility of the health and safety of yourself and others and resources whilst at work.
- Promote good practice within the nursery, this will include cleaning and sterilising toys and equipment.
- Carry out duties in compliance with the nursery's policies.
- Ensure regular familiarisation with nursery policies and procedures.
- Support and lead wraparound provision beyond those during the school day.
- Undertake other duties as reasonably requested by your supervisor.

4. Additional Duties as Room Leader Work with Children

- Take a lead role in planning and implementing a high quality curriculum which complies with the Foundation Stage and Ofsted guidance for allocated room.
- Provide parents with regular formal and informal opportunities (e.g. parent consultations) to discuss their children's development and ways in which they could assist in their development in a professional way.

Staff supervision

- Assume responsibility for the daily operation of the allocated room- this can include deployment of staff to ensure ratios are covered in both rooms.
- Provide support and guidance for nursery staff and volunteers.
- Provide guidance in planning nursery activities coherent with the Early Years Curriculum.
- Liaise with the Senior Leaders on matters relating to staff performance and development.
- Promote good practice amongst the nursery team.
- Lead, contribute to and participate in staff development and appraisals.
- Where appropriate hold regular staff review meetings with the team in allocated room.

Team Work

	• To plan and prepare daily activities under the direction of deputy manager and EYFS lead. • To ensure the setting up and clearing away of daily equipment. • Attend and lead staff meetings as required and contribute to the planning of curriculum learning. • Ensure that equipment and toys are cleaned and sterilised regularly and effectively to promote high standards at the nursery. • To liaise with the Senior Leadership Team on the ordering of new equipment and resources.
General	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. 2. Recognise own strengths and areas of specialist expertise and use these to support others. 3. Appreciate and support the role of other professionals, attending and participating in relevant meetings as required. 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. 5. To adhere to policy and procedures. 6. To attend in service training and meetings as required. 7. To ensure effective communication between the nursery and Unity Education. 8. To undertake any other reasonable duties as directed by your line manager or a member of the executive leadership team.
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. <i>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.</i>	

Person Specification

CRITERIA	ESSENTIAL	DESIREABLE
Education / Qualifications	• NVQ level 3 in childcare and education or equivalent as defined by CDWC	• Current first aid, child protection and food hygiene certificates • Commitment to further professional development.
Knowledge / Experience	• Experience of working with children in a nursery setting. • Knowledge of current legislation and guidance (e.g. EYFS);	• Experience of supervising staff.

	• To lead others by demonstrating excellent practice appropriate to the early years curriculum; • Key operational policies and procedures, e.g. health & safety, child protection, behaviour management and administering of medication; • Children's developmental stages; • Excellent knowledge and understanding of the EYFS Framework and Statutory Guidance.	
Skills and Abilities	• Able to comprehend and communicate in the English language to high standard • Good written and verbal communication skills • Able to use initiative • Able to work within a team • Have a sound knowledge of good nursery practice and an interest in keeping up to date • An interest in developing the Curiosity Approach in Nursery	• An interest in, and a willingness to develop the Curiosity Approach; • High levels of numeracy and literacy; • Food Hygiene; • First Aid; • IT literate.
Other qualities	• Enthusiastic and friendly; • Honest, trustworthy and reliable; • Reflective; • Caring, dedicated, patient and cheerful disposition • Genuinely believe in maximising the potential of every child • A flexible, energetic and adaptable approach, acting as a role model to other members of staff; • Commitment to Equal Opportunities. • Enhanced DBS Police Check	