Job description: Room Leader

Responsible to: Nursery Manager/Directors

Responsible for: Nursery staff

Purpose of the job: To lead safe, high quality education and care for early years and out of school club children, providing a vibrant learning environment, and ensuring children are stimulated by an exciting range of experiences. To manage staff, students and volunteers in the room on a day-to-day basis. To contribute to and implement early years policies and fulfil legal and statutory requirements.

Safeguarding requirement: Wellingtons is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

1. To take responsibility with the Nursery Manager for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.

2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting and Out of School Club.

3. To assist the Nursery Manager in ensuring that performance management systems are in place and followed e.g. induction, probation, supervision, team meetings, appraisals and objective setting.

4. To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.

5. To draw up and to supervise the daily program of activities and events.

6. To oversee systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed

7. To help organise the key person system and to effectively supervise staff on a daily basis; reporting to the Nursery Manager with regard to in staff appraisals, where appropriate and to help identify in-service training needs.

8. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.

9. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.

10. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

11. To ensure that Wellingtons is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.

12. To liaise with the Nursery Manager, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.

13. To implement any recommendations made following regulatory inspections.

14. To contribute to and to implement all early years policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene.

15. To support the Managing Director/ Manager in the financial management of the nursery eg: with invoice queries, parental funding forms etc.

16. To set the termly menus, ensure that children attending the setting receive a balanced and healthy diet. Responsible for the weekly food order.

17. To attend any conferences, training events or meetings, as identified by the management team and to keep up-to-date with current good practice.

18. To support staff to ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.

19. To ensure that the setting complies with the General Data Protection Regulation and that staff receive appropriate training and guidance.

20. To undertake any other reasonable duties as directed by the Nursery Manager/Directors in accordance with the setting's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria:

1. At least two years' proven experience of working in an early years care and education settingor at least two years' other suitable experience.

2. Level 3 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 4 qualification.

3. Excellent Literature, mathematics (minimum GCSE grade C or equivalent) and IT skills.

4. Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.

5. Sound understanding of child development, and of children's needs.

6. Ability to plan and implement a suitable curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.

7. Demonstrable a detailed knowledge of current legislation relevant to the early years.

8. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.

9. Ability to comply with the requirements placed on the setting by the EYFS.

10. Ability to work with parents and families to encourage their involvement.

11. Ability to effectively lead and manage a team of staff and volunteers. To be able to support the management team during their performance processes e.g. induction, supervision meetings, appraisals and setting objectives.

12. Demonstrate a commitment to continuously promoting a culture of safeguarding.

13. Commitment to equal opportunities and an understanding of equality and diversity issues.

14. Ability to write clear reports.

Desirable criteria:

1. Level 5 or above early years education and childcare qualification or degree or desire to work towards.
2. Previous experience as a Room Leader.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.