

JOB DESCRIPTION

EARLY YEARS NURSERY ROOM LEADER

Rate of pay

- Above NMW paid on the last day of every month

Hours

- Monday to Friday 40 hours shifts vary between 7.30am and 6.00pm

Role

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. They will provide high quality care and early years education for children at Squirrels.

The room leader will inspire a team to be the best they can be and creating and sharing a vision. They will influence best practice through sharing skilled and sound knowledge. They will bridge the gap between management and practitioner and discover the strengths and weaknesses of practitioners and use this to lead the room to be as functional and effective as possible.

They will share and gather ideas around all aspects of the setting and EYFS and to create an ultimate decision and be an example and show practitioners the way forward and motivate their team. The room leader will not be afraid to take a step back and listen to others and act upon this as creating leaders is just as important as being a leader. It will be their responsibility to tackle under performance, identify strengths and weaknesses of others and themselves, monitor, coach and role model, reflect on practices and make improvement plans.

Fundamentally as a leader they will show that the pursuit of excellence is at the heart of all they do and all the setting's activities. Their vision must be uncompromising about focusing on the achievement of all children and ensure outcomes for children are paramount.

Principal duties and responsibilities

- contribute to the creation of a safe, welcoming and inclusive environment for all children
- be aware of Squirrels policies and procedures and ensure these are adhered to
- be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care
- be vigilant and protect children from harm or abuse, reporting any concerns immediately - in accordance with child protection and whistleblowing policies
- deploy staff and resources effectively, maintaining ratios in your room whilst supporting other rooms.

- reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
- lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up.
- 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 – includes my support plan for children with SEND
- develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities.
- work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life.
- contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- be professional and a good role model to the children and other staff members, at all times.
- work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company
- be aware of the high profile of Squirrels Children's Day Nursery and refrain from irresponsible behaviour that could impact the company's commercial success
- attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
- 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, inductions and 1-2-1s – with support from the nursery management and senior management team
- respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members
- undertake any other aspects of nursery work according to need
- provide high quality care and activities for and children which recognise both individual and group requirements in a secure, safe and stimulating environment
- organise activities, both inside and outside the nursery, which encourages creativity, development, co-ordination, independence, self-expression, and learning through play
- participate in the key person system and be responsible for a group of children. Monitor, assess, record and report on their development and progress using the planning cycle
- follow the Early Years Foundation Stage framework for guidance in your practice with the children
- work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery

- participate in professional development and training, mandatory training such as Safeguarding, First Aid, to be done every three years or when legislation has changed. Welfare requirements, Continuous professional development training you will participate at least once a year which management will identify your area for development.
- work in partnership with other early years professionals and outside agencies, e.g. LA Early Years team, SENDCO'S (for children with additional needs) and ECAT (Every child is a talker)
- prepare and serve food, milk, drink and snacks to children, encouraging good nutrition and sociable eating
- assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
- carry out on-going cleaning of the nursery
- carry out health and safety checks as required to ensure the unit is tidy, safe, and clean and secure for children, staff, parents/carers and visitors
- set up the environment influencing by your planning to support the needs of your key children. Ensure your key children's files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence.
- be responsible for your unit, report when resources run low; including nappies, wipes, aprons, gloves, art equipment, perishables etc
- participate in free flow systems. This aids children's development in self-assurance, independence, making choices and self-selecting. Ensure that no child is ever left on their own in the nursery.
- support the children's play as and when required
- display exemplary practice at all times
- uphold and carry out the duties of the post with due regard to the nursery's equalities and inclusion policies
- co-operate in the implementation of the health and safety policy and ensure that the nursery's practice and environment meets health and safety standards
- have the ability to inspire – as a leader you need to be able to inspire your team. Get to know your team well to find out what inspires them and how to create inspiration
- communication – the ability to effectively communicate with those around you. Communication involves listening and acting upon this also
- lead by example – share your vision and act upon it, practitioners will then follow and you will gain their trust and respect
- delegation – just because you are a leader does not mean you have to do everything. Trust that your team are more than capable of completing out certain tasks. This will create confidence and two way respect.
- be knowledgeable – empower yourself with knowledge any way you can, read the company policies and procedures, complete extra research and additional courses where possible. Your team will turn to you in times of difficulty and you need to have the knowledge to make the rights decisions and share best practice.

- be confident – be confident in your vision and decisions.

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

JOB SPECIFICATION

EARLY YEARS NURSERY ROOM LEADER

Essential/Desirable	Skills and Abilities	Means of Assessment
<ul style="list-style-type: none"> ▪ Level 3 in Early Years, or equivalent ▪ EYPS or Foundation Degree ▪ Commitment to further professional development ▪ (1) Application Form ▪ (2) Certification Disposition ▪ Enthusiastic and friendly ▪ Honest, trustworthy and reliable ▪ Reflective ▪ Flexible approach ▪ Commitment to Equal Opportunities ▪ Commitment to Continuous Improvement ▪ Creative ▪ Confident ▪ (1) Application Form ▪ (2) Interview ▪ (3) Trial Session ▪ (4) References ▪ (5) Probation 	<ul style="list-style-type: none"> ▪ High degree of integrity and empathy when dealing with children ▪ Good verbal and written communicator ▪ Able to plan and provide age-appropriate activities ▪ Able to observe, assess and track children's learning & development ▪ Excellent customer service and conflict resolution skills ▪ Able to support and develop other team members ▪ Strong organisational skills ▪ Suitable to work with young children ▪ (1) Application Form ▪ (2) Interview ▪ (3) Trial Session ▪ (4) DBS Disclosure ▪ (5) References ▪ (6) Probation ▪ Significant childcare experience ▪ Leading a team and supervising staff ▪ Supporting children with SEN ▪ (1) Application Form ▪ (2) Interview ▪ (3) References 	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Knowledge of current legislation and guidance (e.g. EYFS) ▪ Awareness of good practice of an effective early years curriculum ▪ Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication ▪ Children's developmental stages ▪ Knowledge of Steiner and Reggio Emilia approaches, in the moment planning ▪ Health & Safety ▪ First Aid ▪ Child Protection ▪ (1) Application Form ▪ (2) Interview ▪ (3) Trial Session ▪ (4) Probation

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.