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**Job Description**

**Job Title: Nursery Room Leader**

**Department: St Paul’s Nursery, Malvern Street**

**Salary: £25,522pa**

**Hours of work: 37.5 hours per week, Monday to Friday**

**(shifts between 7 am & 6pm)**

**Contract Term: Subject to a 6 month Probationary period.**

**Job Purpose**:

Working as part of the management team of St. Paul’s Nursery, provide a happy, caring and safe environment in which differentiated needs of the children are met. To be room based and take lead responsibility the organisation and delivery of provision to ensure a high standard in children’s education, care and safety. To assume named person responsibility in the absence of the Assistant Managers and Nursery Manager.

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for or come in contact with.

**Duties and responsibilities will include, but will not be limited to:**

1. Assisting the nursery management team providing support and cooperation to ensure all areas of St Paul’s Nursery are running effectively, actively promoting the continual development of best practice throughout the nursery
2. As room leader, provide organisation, support and clear direction for staff to ensure that all children are making good levels of progress and achieving their potential
3. Be responsible for an effective daily routine within the room to meet the needs of children and staff. Manage ratios, allocation of key children and ensure all duties are delegated fairly
4. Disseminate knowledge and experience to make the best possible provision for all children and the wishes of parents/carers are respected and adhered to in line with policies and procedures
5. Guide and assist staff in the provision of challenging and enjoyable activities, routines and environment, recognising each child’s emerging needs and interests and the differing ways in which they learn
6. Responsible for the understanding of best practice and approach of learning through play of the team and promoting professional development through regular feedback, formal supervisions, performance reviews and identification of training needs
7. Act promptly to address any concerns in the room and inform the nursery manager of ongoing issues
8. Monitor, evaluate and reflect upon the day to day running of the nursery, ensuring full participation of staff team through regular staff meetings and supervisions
9. DSL (Designated Safeguarding Lead) for the room and part of the DSL team within St Paul’s Trust, ensure that concerns are recorded, reported and monitored. Supporting staff, signposting parents, liaising with other professionals and attending necessary meetings
10. SENCO lead for the room, identify needs promptly and support key persons to meet children’s needs within the setting. To maintain records and work in partnership with parents and other agencies in line with The Graduated Approach of The SEN Code of Practice
11. To work in partnership with parents and carers using a variety of approaches and support staff team in this, promoting effective communication, shared understanding and positive relationships
12. Oversee admissions and day to day administrative and financial tasks relating to the room
13. Responsible for promoting and maintaining safe and healthy working environment and own health and safety
14. Contribute to the writing and review of nursery policies, curriculum and practice ensuring that these are implemented by all staff and embedded within practice
15. To participate in the Trust’s performance management scheme
16. To undertake personal professional development and training as appropriate.
17. To assist with organising and running community events in Balsall Heath as appropriate
18. To participate in the supervision process including the Probationary Review.
19. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager
20. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equalities, Data Protection and Safeguarding

# Supervision received: Nursery Manager

# Supervision exercised: Deputy Room Leader, Early Years Practitioners

**Person Specification**

**Method of Assessment (MOA) A – Application Form, I – Interview, T - Test**

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| CRITERIA | ESSENTIAL | MOA | DESIRABLE |
| EXPERIENCE/KNOWLEDGE | At least 2 years management or leadership experience in a nursery setting  Participation in regulatory inspection leading to a “Good” or “Outstanding” outcome  Thorough knowledge, understanding and ability to implement EYFS Statutory Requirements and Early Years Inspection Framework  Thorough knowledge and understanding of child development and ability to identify needs and set targets for learning  Understanding of Safeguarding and Child Protection requirements and procedure  Knowledge and understanding of different childcare approaches and theories | A/I  I  A/I/T  A/I/T  I  A/I | Experience of working in the voluntary and community sector  SENCO training  Forest School training  DSL training |
| SKILLS AND ABILITIES | Leadership and supervisory management skills  Ability to lead and participate fully in staff meetings and training days.  Effective communication skills and ability to liaise and raise concerns with other professionals, colleagues and parents  Ability to maintain accurate information and progress records for individual children and evaluate assessments  Ability to research and remain up to date with regards to legislation, practice and theory  Competent administrative & ICT skills | A/I/T  A/I  I  A/I  A/I  T | Administrative or ICT training |
| QUALIFICATIONS/TRAINING | Full and relevant Level 3 or above Early Years Qualification | A/I | Current Certificates in First Aid and Food Hygiene  Level 5 or above in Early Education  Management or supervisory training |
| EQUALITIES | Understanding of and commitment to equality of opportunity and the ability to apply this. | I |  |