Job Description

Job Title: **Room Leader**

Department: **Nursery**

Salary: **£29,678pa**

Hours of work: **37.5 hours per week – shifts between 7am – 6pm**

Contract Term: **Subject to a 6 month probationary period**

Job Purpose:

Working as part of the management team of St. Paul's Nursery, the post holder will provide a happy, caring and safe environment in which the individual and differentiated needs of all children are met.

The role includes lead responsibility for a designated room, ensuring the effective organisation and delivery of high-quality education, care and safeguarding practice.

In the absence of the Assistant Manager and Nursery Manager, the post holder will act as the named responsible person, ensuring continuity of leadership and the maintenance of safe and effective practice.

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

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

1. Support the nursery management team through effective cooperation and communication to ensure all areas of St Paul's Nursery operate well.
2. Actively promote the continual development of best practice across the nursery.
3. As Room Leader, provide organisation, support, and clear direction to staff to ensure all children make good levels of progress and achieve their full potential.
4. Monitor, evaluate and reflect on the day-to-day running of the room and the nursery as a whole, ensuring practice is consistent, effective and child-centred
5. Promote full staff participation through regular staff meetings and supervisions, addressing any concerns promptly and supporting continuous improvement.
6. Be responsible for an effective daily routine within the room to meet the needs of children and staff.
7. Manage staffing ratios, allocation of key children and ensure all duties are delegated fairly
8. Lead the planning and delivery of challenging and age-appropriate activities, routines and environment.
9. Ensure provision is informed by effective observation and assessment to identify children's emerging needs, interests and individual learning styles.
10. Support staff to adapt practice so that all children are engaged, included and able to make good progress.
11. Lead and support staff to develop a strong understanding of best practice and learning through play in the Early Years.
12. Disseminate knowledge and experience to make the best possible provision for all children.
13. Ensure the wishes of parents and carers are respected and adhered to in line with policies and procedures. Working in partnership using a variety of approaches, shared understanding and effective communication.
14. Support the Senior DSL (Designated Safeguarding Lead) as part of the DSL team. Ensure safeguarding concerns within the room are recorded, reported, and followed up appropriately.

15. Provide advice and support to staff regarding safeguarding practice and work in partnership with parents by signposting them to relevant support services, liaise with other professionals and attend safeguarding meetings as required.
16. Act as the room-based SENCO, with support from lead SENCOs, overseeing early identification, inclusive practice, accurate record-keeping, and partnership working, ensuring practice aligns with the Graduated Approach and SEN Code of Practice.
17. Support ongoing professional development through regular feedback, formal supervision and performance management processes, and the identification of training needs to continually improve practice.
18. Oversee admissions and day to day administrative and financial tasks relating to the room.
19. Responsible for promoting and maintaining safe and healthy working environment and own health and safety.
20. Contribute to the writing and review of nursery policies, curriculum and practice ensuring that these are implemented by all staff and embedded within practice.
21. To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, GDPR and Equalities.
22. To participate in the Trust's performance management scheme.
23. To undertake personal professional development and training as appropriate.
24. To assist with organising and running events as appropriate.
25. To participate in the supervision process including the Probationary Review.
26. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

Supervision received: Nursery Manager
Supervision exercised: Deputy Room Leader, Early Years Practitioners

Person Specification

If you don't tick every box but are excited about the role, we'd still love to hear from you.

METHOD OF ASSESSMENT (MOA)					
A	APPLICATION FORM	**I**	INTERVIEW	**T**	TEST

Criteria	Essential Core Competencies	MOA	Desirable
EXPERIENCE/ KNOWLEDGE	Management or leadership experience in a nursery setting	A/I	
	Participation in regulatory inspection leading to a "Good" or "Outstanding" outcome	I	
	Thorough knowledge, understanding and ability to implement EYFS Statutory Requirements and Early Years Inspection Framework	A/I/T	
	Thorough knowledge and understanding of child development and ability to identify needs and set targets for learning	A/I/T	SENCo Training
	Understanding of Safeguarding and Child Protection requirements and procedure	I	DSL Training
	Knowledge and understanding of different childcare approaches and theories	A/I	Forest School Training
SKILLS AND ABILITIES	Leadership and supervisory management skills	A/I/T	
	Ability to lead and participate fully in staff meetings and training days	A/I	
	Effective communication skills and ability to liaise and raise concerns with other professionals, colleagues and parents	I	
	Ability to maintain accurate information and progress records for individual children and evaluate assessments	A/I	
	Ability to research and remain up to date with regards to legislation, practice and theory	A/I	
	Competent administrative & ICT skills	T	

QUALIFICATIONS	Full and relevant Level 3 or above Early Years Qualification Maths & English GCSE (1-5) or equivalent	A/I A/I	Current Certificates in First Aid and Food Hygiene Level 5 or above in Early Education Management or supervisory training
	Willingness to undertake Continued Professional Development	I	
EQUALITIES	Understanding of, and commitment to equality of opportunity and the ability to apply this	I	
FURTHER REQUIREMENT	It is essential that all candidates are deemed suitable to work with children and/or vulnerable people		