

**JOB DESCRIPTION AND PERSON SPECIFICATION FORM**

<p><b>Job description Room Leader</b> The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p><b>Summary of the role:</b></p>	<p>The Nursery Room Leader will deliver high quality support for caring and learning in their designated room, working with a team of practitioners to provide excellent pastoral care. The Room Leader will co-ordinate all areas of their designated room, ensuring that each session runs smoothly and that the children are receiving the best possible care in a safe, caring and stimulating environment and that their individual needs are met.</p>
<p><b>Line management responsibility for</b></p>	<p>None</p>
<p><b>Main duties and responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Attending regular planning meetings with the Manager, Deputy Manager, and other practitioners.</li> <li>• Completing key person time each week to have time with their key children to extend and focus their learning.</li> <li>• Providing written reports twice per year on each of their key children’s progress and next steps as well as interim reports when transitions to a new room or their child’s school take place.</li> <li>• Reporting to parents at an annual Consultation morning regarding their child’s development and next steps and attending an annual Curriculum evening and discussing with parents the Nursery’s routines and curriculum.</li> <li>• Creating a fun and stimulating environment for the children, setting up for the planned activities and tidying away at the end of the session.</li> <li>• Supervising babies and children throughout all activities, interacting and encouraging their learning, supporting them at mealtimes and encouraging independence skills.</li> <li>• Attending staff meetings, room meetings and training courses as necessary. These may be outside of the working hours stated above.</li> <li>• Be punctual each day, arriving before the shift start time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Developing positive relationships with a specific group of key children, monitoring their development using the on-line Family and assisting their progression through the Early Years Foundation Stage and ensuring that this is kept up to date.</li> <li>• Ensuring inclusion of all children, practitioners, and families always.</li> <li>• Developing positive relationships with parents, welcoming them into the Nursery and providing developmental and general daily feedback in a concise and professional manner.</li> <li>• Working together with other practitioners in all rooms for the Nursery to run smoothly and to encourage good team relations.</li> <li>• Introducing new initiatives and ideas into their designated Room to ensure that children are challenged in their development.</li> <li>• Ensuring that personal and social needs for all children are met and providing activities which will assist personal and social development.</li> <li>• Reporting to the Deputy Manager or the Manager any issues regarding Health and Safety.</li> <li>• Carrying out Register Time, Circle Time, Mealtimes, Outdoor play, messy play and Special Times in a professional and stimulating manner.</li> <li>• Always Modelling good practice, providing a positive role model for all children.</li> <li>• Acting as a key person for a group of children, liaising closely with their parents, ensuring that theirs and their child's needs are met and completing each child's report to a high standard.</li> <li>• Creating a fun and stimulating environment for the pretoddlers to explore and learn.</li> <li>• Always Maintaining confidentiality.</li> <li>• Being involved and liaising with the Manager/Deputy Manager in organising room events, visits to the school etc.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensuring that the practitioners and apprentices' complete specific tasks throughout the day</li> <li>• Supporting relief practitioners and apprentices in developing their childcare skills</li> <li>• Always Providing a positive role model for other practitioners.</li> <li>• Overseeing the settling in of all children and ensuring that all practitioners are aware of the individual children's routines and needs.</li> </ul>

	<ul style="list-style-type: none"><li>• Implementing the daily routine consistently to ensure that the practitioners and children are aware of what is expected of them.</li><li>• Supporting practitioners in creating positive relationships with children and their families</li><li>• Communicating daily with the Manager and Deputy Manager regarding their designated room children, practitioners, resources, activities, routines, and parents, keeping them informed of any issues, changes or ideas.</li><li>• Assisting in the smooth day-to-day running of the Nursery in the absence of the Manager and Deputy Manager.</li><li>• Liaise with the manager, cook and parents regarding the weaning, dietary requirements of all the babies and children and ensuring that all practitioners are aware of the individual child's stages of weaning.</li><li>• Maintaining close relationships with other Room Leaders in the Nursery in order to ensure that all areas of the Nursery work together and accommodate each other at all times.</li><li>• Together with the Manager, the room Leader is to help with organising breaks and lunches for the practitioners in the rooms.</li><li>• Leading a team of practitioners daily, supporting them, sharing ideas and completing inductions for new practitioners</li><li>• Reporting to the Deputy Manager when resources are low or need replacing.</li></ul>
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person Specification</b> <b>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical, or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received.</i></p> <ul style="list-style-type: none"> <li>English and Mathematics GCSE Grade C or above</li> <li>Completed N.V.Q level 3 or above.</li> <li>Safeguarding Training</li> <li>First Aid Training</li> <li>Basic Food Hygiene training</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received.</i></p> <ul style="list-style-type: none"> <li>Completed or working towards Early Years Foundation Degree</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role.</i></p> <ul style="list-style-type: none"> <li>Minimum of 2 years' experience of the Early Years Foundation Stage</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role.</i></p> <ul style="list-style-type: none"> <li>Understanding of how to support and differentiate activities to help children in their learning.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"> <li>• Experience of managing a small team</li> <li>• Maintain and complete records and documentation.</li> <li>• Experience of working in a Baby Room environment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining a record keeping system that would ensure that children's records are up to date.</li> </ul>	
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Ability to promote positive behaviour.</li> <li>• Good observation skills</li> <li>• Good oral and written communication</li> <li>• Good ICT skills</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• A calm and caring approach to children.</li> <li>• Ability to be able to work under pressure.</li> <li>• Managing own time</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Excellent ability to use childcare knowledge to develop children's skills</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role.</i></p> <p>Looking for new ideas to introduce into the curriculum to further develop the children's learning and development</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people.</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• emotional resilience in working with challenging behaviours.</li> <li>• positive attitude to use of authority and maintaining discipline</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Ability to relate well with children and adults.</li> <li>• Able to work as a team, share responsibilities and understanding roles.</li> <li>• Enthusiasm and resilience</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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