**Little Pirates Childcare at Drake Primary School**

 **Early Years Practitioner Room Leader**

**Job Description**

**Position:** Early Years Practitioner – Baby Room Leader (Full Time)

**Scale:** E7 From £25,584.00 per year

**Schedule:** Monday to Friday

**Experience:** 2 years nursery experience preferred

Little Pirates Childcare are looking for a qualified Level 3 (or above)Nursery Practitioner to work in its Nursery, as a Room Leader for their Baby Room. Little Pirates most recent Ofsted inspection was rated as 'GOOD'. We have a wide age group of experienced staff to provide a family atmosphere and we are looking forward to expanding our unique setting by re-opening our Baby Room.

**Purpose:** As Room Leader you are required to recognise and understand your responsibilities of running and supervising the staff within your room and beyond. To ensure that the room runs smoothly, under the Drake Primary School and Little Pirates Childcare OFSTED Guidelines, as the Senior Room/Team Lead. As a Room Leader you will receive full support, with your ongoing professional development, with progression into Special Education Needs, Safeguarding or management roles.

**Key Responsibilities:**

1. To be responsible for the wellbeing of children, whose care has been entrusted to the Nursery.
2. With the ability to lead and motivate a team to ensure that the highest standards of childcare are provided at all times.
3. To comply with relevant legislation, the day care standards and the Nursery’s policies and procedures.
4. To create and develop, with other members of staff, a stimulating environment to meet the needs of the individual child, being aware of the requirements of different age groups.
5. Lead and coordinate the planning and supervise stimulating experiences for all children within the room, catering to their individual stage of development.
6. Responsibility for completing children’s development records. Ensure that all developmental records are completed by the staff team. Overall responsibility for the updating of children’s information through working with parents/carers, staff, SENCO and other professionals.
7. Manage and support induction of new children and families, with support from managers as needed.
8. Encourage and support staff and students to establish positive relationships within the staff team, children and their families.
9. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Equal Opportunities, ensuring all concerns are reported to the appropriate person.
10. To be aware of your own professional development, take responsibility for it and attend training as identified.
11. Keep an up to date and working knowledge of the Early Years Foundation Stage Guidance.
12. Support team members and maintain a happy team environment.
13. Being responsible for encouraging students to meet their objectives, liaising when necessary with Manager.
14. To take an active role in the induction and training of new staff.
15. Be aware of ongoing training needs of staff in your room.
16. Take an active part in setting projects and special events during working hours.
17. To ensure fire procedures are correctly carried out within own room/setting in the event of evacuation.
18. To ensure all staff and students are aware of room procedures.
19. To have responsibility of overall maintenance of the room ensuring that all equipment is maintained appropriately.
20. To be responsible for coordinating an effective key person system, in line with the setting’s approach.
21. To be responsible for the day to day curriculum planning in accordance with Early Years Foundation Stage for the room.

**Health & Safety:**

1. Ensure the supervision of a safe and secure environment for all children at all times.
2. To have regard to the health and wellbeing of all the children in the setting.
3. To be aware of the fire procedures.
4. To be responsible for risk assessment procedures in the room.
5. Take necessary precautions to safeguard the welfare and safety of yourself, staff and visitors, in accordance with the Health and Safety at Work Act.
6. Undertake appropriate Health and Safety training to support safe working practice, including where appropriate, it’s management.
7. To ensure staffing ratio is maintained.

**Working with Parents/Carers:**

1. To work in partnership with parents/carers.
2. To work alongside parents/carers of children with special needs to ensure integration of all children.
3. To ensure any complaint/grievance is dealt with in accordance with the complaints procedure for the setting and signpost this clearly for parents/carers.

**General:**

1. To provide a responsible and good example to children.
2. To undertake any other reasonable duties to ensure the smooth running of the setting, at the request of the Manager/Senior staff.
3. To undertake training, as agreed with the Manager.
4. To attend staff meetings.
5. To undertake regular cleaning of the toys and equipment.
6. In the absence of the Manager, to be responsible for daily opening and closing of the setting.
7. Undertake a period of staff induction.

**Skills, Knowledge, Experience, Competencies & Qualifications:**

 **Qualifications:**

1. NNEB, NVQ EYCE Level 3, B Tech National Diploma in Nursery Nursing and Childhood Studies, Diploma in Childcare and Education.

**Skills:**

1. Ability to assist in the planning and implementation of the early years curriculum, related to the individual needs of children and their families.
2. Must have knowledge of assessment, recording and evaluating in relation to the Early Years Curriculum.

**Knowledge & Experience:**

1. Experienced in assisting with all aspects of care related to young children.
2. Minimum of two years’ experience.
3. Must have an understanding of all relevant early years’ policies.
4. Experience of working in partnership with parents.

 **Personal Qualities:**

1. To be able to operate as part of a team and take a leading role within it.
2. To have a positive attitude.
3. To be able to take initiative and act independently.
4. Good communication skills.
5. Well-developed inter-personal skills with young children, parents, colleagues and other agencies.
6. To clearly display self-motivation.
7. A love of books and reading, is a key attribute, when working in Early Years.

**Benefits:**

1. Paid Holiday, Closed Bank Holidays, Access to Union.
2. We offer chances to develop your skills and extend your career pathway.
3. Work very closely with the Executive Head and staff within the Halcyon Federation to be able to access extra facilities provided by a school environment.
4. Childcare
5. Company pension
6. Health & wellbeing programme
7. On-site free parking

To see our setting, please look at our website <https://www.drake.norfolk.sch.uk/topic/little-pirates>

You are welcome to arrange a visit to meet our Managers and friendly staff and view the setting.