



## NURSERY ROOM LEADER JOB DESCRIPTION

Grade: 7

Your role as Nursery Room Leader in our school is invaluable. We appreciate your efforts in helping our children to learn effectively. We want you to contribute fully as a member of the team and have a rewarding and enjoyable career with us. We will ensure that staff will try to give you clear guidance at all times. If you have any suggestions, or concerns, please share them with your line manager.

### **RESPONSIBLE TO**

You are immediately responsible to the EYFS leader who will offer guidance and support. The EYFS Leader leads our nursery and reception team to ensure high quality provision for all our children.

### **PURPOSE**

To work under the direction/guidance of EYFS Leader and Headteacher to provide high quality provision based on our EYFS curriculum, ensuring children are safe and their daily needs are met.

### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- To act as a Key Person responsible for settling children in and working closely with families and have oversight of the needs of all nursery children, offering support to nursery staff in developing next steps and ensuring all staff are supporting children to work towards these.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish positive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Model high quality interactions with pupils which develop vocabulary, language and knowledge so that nursery staff know what effective interactions with children look like.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide personal care as required, following our intimate care policy.
- Plan and organize activities that promote the intellectual, physical, emotional, and social development of each child
- Foster a warm, nurturing, and inclusive environment where every child feels safe and valued.
- Build strong, positive relationships with parents and carers.
- Provide regular updates on children's progress and address any concerns promptly.
- Organize and participate in parent-teacher meetings and workshops

### **SUPPORT FOR EYFS TEACHER**

- Lead and manage the nursery team effectively.
- Create and maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to Nursery Room Leader and EYFS leader on pupils' achievement, progress, support needed etc.
- Promote high standards of pupil behaviour, dealing promptly with conflict and incidents in line with Behaviour policy and encourage pupils to take responsibility for their own behaviour.

- Establish positive relationships with parents and carers ensuring regular communication about pertinent issues.
- To write formal reports for Key children during the summer term.
- Provide clerical and administrative support to EYFS Leader/Nursery Room leader when needed.
- To be responsible for the planning, setting up and clearing away of activities.

### **SUPPORT FOR THE CURRICULUM**

- To maintain, repair and clean equipment, e.g. books, toys, games, etc and tidy up after use.
- Use strategies, in liaison with the teacher/nursery room leader, to support pupils to achieve individual learning goals.
- Assist with the planning of learning activities.
- Use Tapestry to record observations and use to plan next steps.

### **SUPPORT FOR THE SCHOOL**

- Support the school's vision and values to ensure staff and pupil's flourish.
- Ensure all staff understand and follow nursery policies and procedures
- Set and maintain high standards of behaviour, in line with the school's behaviour policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and development as required
- Assist with the supervision of pupils at lunch times ensuring diet requirements are followed and children are taught good hygiene and good manners when eating.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Nursery Room Leader/EYFS Leader/Class teacher.
- Contribute to creating and maintaining a well-organised and pleasant environment, both inside and outside the school buildings.
- Maintain equipment/resources around the school.
- Recognise the need for discretion and have due regard to issues of confidentiality, referring parents to the EYFS Leader or Headteacher where necessary and report appropriate information from parents or outside agencies to the EYFS Leader.
- Carry out other reasonable duties under the direction of the Headteacher/EYFS leader.

### **HEALTH AND SAFETY**

Every member of staff has a duty to care, and to co-operate with all health and safety requirements, including:

- taking appropriate responsibility for your own health, safety and welfare and that of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies;
- being familiar with the risk assessments that have been carried out for all potentially hazardous on/off site activities;
- informing the Headteacher of any health and safety concerns or "near misses" using the 'defects' form.
- being familiar with the emergency action plans for fire, first aid and any other on- and off-site security issues;
- raising health and safety issues, as appropriate, with children.
- Administer first aid as required and maintain accurate records of incidents and accidents.

Signed:

Dated: