

**SUPPORT STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Maple Room Leader
<b>CONTRACTED HOURS</b>	37 hours per week / 52 weeks per year
<b>LOCATION</b>	Abbots Green Academy
<b>GRADE / SCALE POINT – SALARY</b>	Grade 4 (below the bar) To be discussed at interview if appropriate
<b>REPORTING TO</b>	EYFS Leader / Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

The Room Leader is a qualified childcare professional with responsibility for the day to-day running of their room. They perform an important role caring for children, maintaining a high-quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

**KEY TASKS & RESPONSIBILITIES**

- To contribute to the creation of a safe, welcoming and inclusive environment for all children
- To follow the Schools Safeguarding Policy to ensure that any referrals or Records of Concerns are dealt with appropriately.
- To be aware of Evergreen policies and procedures and ensure these are adhered to
- To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
- To deploy staff and resources effectively, maintaining ratios in your room.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
- To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up
- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- To be professional and a good role model to the children and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the nursery

- To be aware of the high profile of Evergreen and refrain from irresponsible behaviour that could impact the reputation of the nursery
- To attend reasonable out-of-working-hours activities, including training, staff meetings, parents' evenings and special events
- To assist in the development and support of other staff members by communicating effectively, sharing knowledge and experience, delegating tasks appropriately, identifying training needs, leading meetings with support from the senior management teams
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To undertake any other aspects of nursery work according to need

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

	Essential	Desirable	Means of Assessment Education & Qualifications
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Level 4 in Children's Care Learning &amp; Development, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>EYPS or Foundation Degree</li> <li>Commitment to further professional development</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certification Skills and Abilities</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>High degree of integrity and empathy when dealing with children</li> <li>To take the lead in planning age-appropriate activities</li> <li>To organise and monitor assessments to track children's learning &amp; development</li> <li>Ability to lead, support and develop other team members through meetings and CPD</li> <li>Strong organisational skills</li> <li>Excellent communication skills in order to liaise with parents, staff and others</li> <li>Excellent organisational skills with the ability to meet targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>An interest in, and a willingness to develop the Curiosity Approach</li> <li>High levels of numeracy and literacy</li> <li>Food Hygiene</li> <li>First Aid</li> <li>IT literate</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>DBS Disclosure</li> <li>References</li> <li>Probation Experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant childcare experience</li> <li>Leading a team and supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>Supporting children with SEN, EAL</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of current legislation and guidance (e.g. EYFS)</li> <li>To lead others by demonstrating excellent practice appropriate to the early years curriculum</li> <li>Key operational policies and procedures e.g. health &amp; safety, child protection, behaviour management and administering of medication</li> <li>Children's developmental stages</li> <li>Excellent knowledge and understanding of the</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety</li> <li>Child Protection</li> <li>Employment Law</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

	EYFS Framework and Statutory Guidance		
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and friendly</li> <li>• Honest, trustworthy and reliable</li> <li>• Reflective</li> <li>• A flexible, energetic and adaptable approach, acting as a role model to other members of staff.</li> <li>• Commitment to Equal Opportunities</li> <li>• Commitment to Continuous Improvement</li> <li>• Commitment to the Evergreen vision and School ethos</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Trial Session</li> <li>• References</li> </ul>