



TODMORDEN CE J, I & N SCHOOL

JOB TITLE: Room Leader for 2 year olds in Woodlands nursery

REPORTS TO: EYFS teacher & Lead / Deputy Headteacher / Headteacher

Job Purpose

- To help deliver outstanding care and learning opportunities to all children within our Woodlands nursery setting.
- To support the EYFS lead teacher in the effective and efficient running of the room you are assigned to.
- To support and lead the team within the room you are responsible for.
- To ensure all policies and procedures in line with School Policy, along with all aspects, legal and guidance, of The Early Years Foundation Stage and Ofsted's Registration requirements are met at all times.
- To be an ambassador for Woodlands Nursery.

Skills and Qualities

- Passionate about Woodlands Nursery.
- Presentable.
- Shows initiative.
- Leads and motivates a team of 2 to 3 staff.
- Engages and supports parents and families.
- Manage and organise time effectively.
- Professional in all approaches including outside of work.
- Ability to use an online journaling and tracking systems.
- Can work in a team and independently.
- Self-motivated and enthusiastic.
- Positive 'can do' attitude.
- Ability to work under pressure.
- Prepared to work flexibly (some evenings where required).
- Reliable.
- Strong role model.
- Maintain confidentiality.

Essential Qualifications and Experience

- Qualification in EYFS above that of a Level 3
- Previous experience of working in a childcare setting.
- Experience of working as part of a team.
- Experience of working in partnership with parents and families.
- Experience of working as a Key Person.
- Experience of working with external agencies.
- Deep knowledge of the Early Years Foundation Stage and Ofsted expectations.
- Sound knowledge of Child Development Stages.
- Experience of the Observations, Assessment and Planning cycle.
- Knowledge of Safeguarding.
- Knowledge of SEND Code of Practice.

Main Duties and Key Responsibilities

1. Leadership & Team Management

- Work alongside and under the strategic direction of the EYFS lead teacher and to contribute to the drawing up of Medium Term curriculum plans and write weekly plans which align the requirements of the Early Years Foundation Stage (EYFS).
- Lead the daily running of the 2 year old nursery room, ensuring a calm, purposeful, child-centred environment.
- Provide clear direction, delegation, and role clarity for approximately 2 to 3 staff.
- Model a supportive, approachable, and professional leadership style.
- Build a positive team culture based on respect, trust, and shared vision.

- Identify staff strengths and training needs through observation and supervision.
- Support conflict resolution and promote positive working relationships.
- Facilitate reflective reporting including all key reports, including 'Termly Reports', '2 Year Progress Reviews' and end of year reports are all completed to a high standard and within the time frame required.

2. Teaching, Learning & Curriculum

- Plan, deliver, and evaluate high-quality learning experiences aligned with the EYFS.
- Embed the Characteristics of Effective Learning into daily practice.
- Promote sustained shared thinking, problem-solving, and independence.
- Use open-ended questioning, modelling, and high-quality interactions.
- Ensure the environment (indoors and outdoors) is rich, stimulating, and well-organised.
- Act as a key person for a group of children, completing observations, assessments, and next Steps.
- Ensure inclusive practice and adapt provision for SEND pupils.

3. SEND & Inclusion

- Work closely with families and the SENDCo to support children with SEND.
- Contribute to EHC Plans, ILDP Support Plans, EHCP processes, and Early Help assessments.
- Make reasonable adjustments to routines, activities, and the environment.
- Liaise with external agencies and specialists.

4. Safeguarding, Welfare & Health and Safety

- Record and report injuries or concerns following safeguarding procedures.
- Work closely with the DSL and follow statutory guidance.
- Maintain accurate records and escalate concerns appropriately.
- Maintain the highest standards of hygiene, safety, and risk assessment.
- Ensure all statutory requirements, including ratios and registration conditions, are met.

5. Quality Assurance & Continuous Improvement

- Carry out regular observations of practice and environment audits.
- Develop action plans to improve quality and monitor progress.
- Review practice in line with policies and procedures.
- Ensure resources and activities are varied, purposeful, and high-quality.
- Undertake supervision for 2 to 3 staff.
- Monitor progress and individual performance with regular feedback.

6. Parent & Community Partnerships

- Build strong, positive relationships with parents and carers.
- Provide regular updates on children's progress and wellbeing.
- Support transition processes into Nursery and through into Owls Room.
- Represent the nursery professionally at events, tours, and meetings.

7. Professional Development & Sector Awareness

- Keep knowledge current regarding EYFS reforms, Ofsted updates and legislation.
- Engage in meetings and ongoing CPD and share learning with the team.
- Attend training and disseminate best practice across the setting.
- Comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school and respect confidentiality at all times.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the EYFS Lead teacher, to support achievement and progress of pupils.
- At the discretion of the Headteacher, any other activities that are consistent with the nature of the job description.