

Role Profile

Nursery Room Leader

NJC Grade D SCP 7-11 £20,444 - £22,129 fte
32.5 hours per week, Term Time Only

Purpose of the role (job statement)

To assist nursery staff, as part of a professional team, in working with children on their education and social development and provide a high quality of care

Key Responsibilities

- Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development
- Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean
- Communication with early years pupils to encourage social, educational and physical development and acceptable behaviour
- Provides assistance to children on social, welfare and health matters and provides support to other qualified staff on behaviour management of children
- Attend to children's personal needs
- Exchange information with other staff, parents / carers
- Assist other staff with the assessment procedures to ensure children's progress is satisfactory
- Maintain confidentiality and safeguarding procedures

Individuals in this role may also:

- Assist in supervising children at mealtime
- Update children's records
- Resolves day to day problems in relation to learning and play activities
- Contribute to the planning of activities for the session, day or week
- Responsible for the support of practical learning and play activities of individuals or groups of children
- Demonstrate own duties to new or less experienced staff
- Have Key Worker responsibilities for particular children

The post holder may reasonably be expected to undertake other duties commensurate with level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.