



JOB DESCRIPTION

Job Title:	Nursery Room Leader
Salary:	TPAT Point 6
Responsible to:	Headteacher & EYFS Lead
Direct Supervisory Responsibility for:	Room Staff
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

- To be responsible for providing safe, high quality education and care for pre-school children;
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting;
- To lead and manage room staff on a day-to-day basis;
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn;
- To build and maintain strong partnership working with parents to enable children's needs to be met;
- To work as a key person;
- To implement the nursery's policies and procedures.

Main Duties and Responsibilities:

The Room Leader is expected to lead the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences. They will:

- Under the direction of the EYFS Lead, take responsibility for drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care;
- Ensure the whole team works flexibly and takes shared responsibility so that adult:child ratios are always maintained through regular staff rotas and paid-for over-time when needed and agreed in advance;
- Ensure that room staff, volunteers (eg students) and resources are effectively managed;
- Be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children;
- Manage the key person system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed;
- Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met;

- Ensure records are properly maintained, eg daily attendance register, accident records and daily safety checks;
- Observe and record children's progress and, under the direction of the EYFS Lead, produce accurate, well written Learning Journeys within agreed timescales;
- Ensure that the team under your direction also produce accurate, well written Learning Journey observations within agreed timescales;
- Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement;
- Liaise with the SENCO and other professionals as necessary;
- Advise the DSL of any concerns over a child including CPOMS;
- Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times;
- To be flexible around opening hours and working patterns to cover the nursery's needs.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.