



Pre-Nursery/Nursery Room Lead

Job Description and Person Specification

Salary Grade: 3

SCP: 5 to 9

Post: Pre-Nursery/Nursery Room Leader

Responsible to: Early Years Leader/ Head of Early Years/ Headteacher

Duties:

- To Lead and run an effective Pre Nursery/Nursery provision.
- To Lead and run an effective Pre Nursery/Nursery team.
- To give support to other members of Pre Nursery/Nursery Team.
- To be responsible for any tasks delegated by the Early Years Leader , Head of Early Years or Headteacher

Supporting Teaching and Learning

- Develop a positive and supportive relationship with all children in Pre Nursery.
- Overall management/responsibility for Pre Nursery.
- Excellent communication with parents and other visitors and professionals, with confidence.
- Liaising with Leadership team (Early Years Lead and Head of Early Years and Headteacher) and attend all phase/staff meetings and CPD as appropriate.
- Be aware of the requirements detailed in the Statutory Framework for EYFS Early Years Outcomes and Characteristics of Effective Learning- to know how this looks for the children who access provisions from birth to five.
- Be aware of other statutory guidance, including that for two year olds.
- Be aware of the differing needs of children
- Supervise and plan for small groups of children, ensuring their safety and access to learning activities.
- To work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Maintaining children's records including learning journeys, progress checks and transition plans.
- To support the pupils emotional or behavioural needs and help develop their social skills.
- To record children's achievements and progress.
- To develop links with the Children's Centre.
- To be a Key Person to children in the setting.
- Undertake certain domestic duties within the Nursery, i.e, preparation of snacks, cleansing of equipment.
- Work alongside the Early Years Leader and staff team to ensure that the philosophy behind the setting is fulfilled.

Undertake other duties as may be requested from time to time by the leadership team.



Administrative duties

- Prepare resources and present displays of children's work.
- Keep paperwork linked to statutory welfare requirements up to date.
- Support parents with completing parents welcome packs and setting in sessions.
- Undertake other duties from time to time, as the head teacher requires.

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance
- To maintain confidentiality.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the head teacher e.g. Additional training or cover duties.
- Be proactive in matters relating to health, safety and hygiene.
- Be committed to safeguarding.

Qualities and Experience Required:

- Relevant EYFS qualification as approved by DfE guidelines
<https://www.gov.uk/guidance/early-years-qualifications-finder#overview>



Pre - Nursery/Nursery Person Specification

Skill	Essential	Desirable
Relevant EYFS qualification as approved by DfE guidelines https://www.gov.uk/guidance/early-years-qualifications-finder#overview	✓	
Experience of working in an early years setting before in a pre-nursery context	✓	
Good numeracy and literacy skills (preferably Grade C+ in English and Maths)	✓	
Experience of supporting pupils with SEN		✓
Ability to use ICT effectively		✓
First aid qualification		✓
Good understanding of school policies and procedures (relating to health and safety, equal opportunities and child protection)	✓	
Good understanding of EYFS practice	✓	
Good understanding of child development and learning	✓	
Experience in an Early Years setting	✓	
Good personal organisation, e.g. time management	✓	
Experience of gathering evidence of children's learning experiences		✓
Confidence, warmth, sensitivity, reliability and enthusiasm	✓	
Keen to extend own skills and develop professionally		✓
Ability to work independently and as part of a team	✓	



Ability to show initiative in a range of situations	✓	
Ability to interact positively with pupils, parents and colleagues	✓	
Good verbal and written communicator		
Able to plan and provide age-appropriate activities	✓	
Able to observe, assess and track children's learning & development	✓	
Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication and intimate care.	✓	
Have been a room leader before.		✓



Early Years Learning Support Assistant

Person Specification

Skill	Essential	Desirable
Level 2 qualification or equivalent recognised by Statutory Framework for EYFS (2017)	✓	
Good numeracy and literacy skills- including spoken language (preferably Grade C+ or 4 and above in English and Maths)	✓	
Experience of supporting pupils with SEND		✓
Ability to use Digital Media effectively		✓
First Aid qualification		✓
Food Hygiene Certificate		✓
Good understanding of school policies and procedures (relating to health and safety, equal opportunities and child protection/safeguarding)	✓	
Good understanding of EYFS practice	✓	
Good understanding of child development and learning	✓	
Experience in an Early Years setting	✓	
Experience of completing 2 year old checks		✓
Experience of implementing Phonics		✓
Good personal organisation, e.g. time management	✓	
Experience of gathering evidence of children's learning experiences		✓
Experience of using assessment to plan next steps for children's development.		✓



Confidence, warmth, sensitivity, reliability and enthusiasm	✓	
Keen to extend own skills and develop professionally		✓
Ability to work independently and as part of a team	✓	
Ability to show initiative in a range of situations	✓	
Ability to interact positively with pupils, parents and colleagues	✓	