



Job Description	
<b>Job Title:</b>	Early Years Support Staff - Level 3 (Room Leader for 2s provision)
<b>Terms &amp; Conditions:</b>	United Learning Trust
<b>Pay Scale/ Grade:</b>	ULSupportG3TL3
<b>Post term:</b>	Permanent
<b>Responsible to:</b>	EYFS Phase Lead
<b>Line Managing:</b>	NA

Job Purpose
<ol style="list-style-type: none"><li>1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.</li><li>2. To lead and support the staff within the setting.</li><li>3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.</li><li>4. To build and maintain strong partnership working with parents to enable children's needs to be met.</li></ol>
Main Duties
<ul style="list-style-type: none"><li>• To effectively deliver the EYFS curriculum ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)</li><li>• To use assessment tools to accurately judge if children are on track or not and use this information to report to Phase leader.</li><li>• To write a short report on the children's achievements against the prime areas for parents of those children about to turn 3 that have been in the setting for a term or more. This is alongside completion of the 2-year-old check the health visitor does.</li><li>• Support all staff and engage in a good staff team.</li><li>• To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.</li><li>• To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.</li><li>• To follow school safeguarding procedures for any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.</li><li>• To be involved in out of working hours activities, e.g. training or school celebrations</li><li>• To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.</li><li>• To work alongside the Nursery teachers and staff team to ensure that the setting's philosophy is fulfilled.</li><li>• To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.</li><li>• To develop your role within the team, especially with regard to being a key person</li><li>• To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</li><li>• To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</li><li>• To support nursery assistants, students and volunteers.</li><li>• To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</li></ul>

<ul style="list-style-type: none"> <li>To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.</li> </ul>
<b>Support for the School</b>
<ul style="list-style-type: none"> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>Appreciate and support the role of other professionals</li> <li>Attend and participate in relevant meetings as required</li> <li>Participate in training and other learning activities and performance development as required</li> <li>Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime</li> <li>Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>
<b>Health &amp; Safety</b>
<ul style="list-style-type: none"> <li>Co-operate with health and safety requirements.</li> <li>Report all defects and hazards to the member of staff responsible for this in your school.</li> <li>Complete the action risk assessments for all potentially hazardous on/off site activities.</li> <li>Use, but not misuse things provided for your health, safety and welfare.</li> <li>Do not undertake unsafe acts. Inform employer of any "Near-Misses".</li> <li>Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.</li> <li>Raise health and safety issues with pupils.</li> </ul>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>Promote and ensure the health and safety of pupils (staff &amp; visitors) at all times</li> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>Contribute to the overall ethos/work/aims of the schools within Oxford Cluster</li> <li>Appreciate and support the role of other professionals</li> <li>Attend and participate in relevant meetings as required</li> <li>Participate in training and other learning activities and performance development as required</li> <li>Ensure health and safety policies and procedures are complied with at all times</li> <li>Treat all users of the school with courtesy and consideration</li> <li>Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities</li> </ul>

**Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.**

<b>Performance Management</b>
<ul style="list-style-type: none"> <li>To participate fully in the trust's Performance Management process</li> <li>Attend relevant INSET training for your role</li> </ul>
<b>Knowledge, Skills &amp; Experience</b>
<ul style="list-style-type: none"> <li>Keep up to date with developments relating to your role</li> <li>Review and maintain your own professional practice through agreed development activities</li> <li>Ensure statutory requirements are met</li> <li>Ensure a secure knowledge and understanding of all academy policies and procedures</li> </ul>
<b>Personnel</b>
<ul style="list-style-type: none"> <li>Identify and support Continuing Professional Development (CPD) needs of others</li> <li>Able to undertake physical elements of the role</li> <li>Practical with DIY skills</li> <li>Well organized, conscientious &amp; reliable</li> <li>Flexible in their approach to planning their working day</li> <li>Communicate effectively with all members of the team</li> </ul>

- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

**This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.**

**Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.**

**We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.**

(Post holder)

Name	
Signature	
Date	