

Role Profile: Nursery Room Leader



King's School & Nursery
Hartley Road, Mannamead, Plymouth

Purpose

To lead the provision of a safe, stimulating and caring learning environment.

To lead the provision of a full and balanced range of learning activities, ensuring the care and well-being of children and maintaining positive links with parents and professionals working with the Nursery and School.

Key Accountabilities

1. To organise the staff in their Nursery Room in such a way as to ensure they function as a team and to work in such a way as to promote a happy atmosphere for the staff and children.
2. To work to the Early Years Foundation Stage Framework
3. To maintain health, safety and hygiene regulations at all times as stated in our policies and procedures.
4. To be responsible for ensuring the staff carry out observations, assessment and planning for their key children, making sure the children's full range of needs are met.
5. To communicate with the Nursery Manager regarding the running of the Nursery especially if problems arise.
6. Be prepared to do any jobs that are necessary for the everyday successful running of the Nursery.
7. To offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background.
8. To meet the Nursery dress code and standards at all times, including wearing the uniform provided and protective aprons for mealtimes.
9. To liaise with parents and be sensitive to their needs and to abide by the rules of confidentiality.
10. To maintain thorough records including the accident recording system (Medi Tracker), registers, daily signing in and out sheets, register of concern forms in conjunction with the Nursery Manager.

- 11.** To attend all staff meetings, room leader meetings, training days and Open Days/Evenings as required.
- 12.** To ensure children's health care plans are kept up to date, that the children are offered suitable support and that all staff in your room are aware of their needs.
- 13.** To set a good example to the staff in their room at all times by ensuring they behave with professionalism at all times.
- 14.** To proactively identify, problem solve and escalate accordingly any operational or facilities issues which are or could potentially negatively impact parents, pupils or staff.
- 15.** Any other duties as requested by the Nursery Manager or School Headteacher.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>The Nursery Room Leader will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an ability to lead a team of staff in their room • Demonstrate an ability to work and communicate with young children • Show a clear understanding of safeguarding and child protection • Plan effective activities for children of all abilities • Observe, monitor and provide constructive feedback on children’s progress • Understand the roles of parents and carers in children’s learning and demonstrate ability to liaise with parents and carers sensitively and effectively • Work independently as well as leading the team • Work creatively • Provide necessary personal care to children • Develop their knowledge through the evaluation of their own learning needs • Organise, lead and motivate the team, and work well as part of it • Demonstrate very good numeracy, literacy and ICT skills • Show personal integrity, honesty, energy, stamina, flexibility and enthusiasm • Be open-minded, self-evaluating and adaptable to changing circumstances and ideas 	
Qualifications	<p>A full and relevant Nursery qualification such as NVQ Level 3, CCLD, NNEB, CACHE or equivalent</p>	
Experience	<p>The Nursery Room Leader will have experience of:</p> <ul style="list-style-type: none"> • Implementing the Early Years Foundation Stage • Working with children with additional needs • Working with relevant age groups within a learning environment. 	<p>In addition, the Nursery Room Leader might have experience of:</p> <ul style="list-style-type: none"> • working with outside agencies • previous experience of caring for or working with children in a voluntary or paid capacity.

<p>Other</p>	<p>The Nursery Room Leader will have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Early years foundation stage • SEN code of practice · relevant policies, codes of practice and legislation including safeguarding • Multi agency working • The Key Person system • Ofsted National Standards • Relevant strategies in appropriate curriculum or learning area. 	
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Key Stakeholders:

Internal – Headteacher, Nursery Manager, All School Non/Teaching Employees, Pupils

External – Educational Establishments, Suppliers, Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: