

Role Profile

Early Years Room

Leader

Location: Breaside Preparatory School

Department: Early Years

Reporting To: Head of Early Years

What you'll be doing

Role purpose

We are looking for an Early Years Room Leader to assist in leading the classroom, ensuring we provide a safe, secure, and stimulating learning environment for children. Working as part of the Early Years team, you will implement the standards and requirements of the Early Years Foundation Stage (EYFS) Curriculum in planning and assessment, as well as helping children of all attainment levels achieve their full potential.

Key responsibilities

- To aid pupils in learning and growing happily, both in group situations and independently.
- Monitor pupils' responses to learning activities and, where appropriate, adapt activities as agreed to achieve the intended learning outcomes.
- To work as part of a team in planning and assessing within the current EYFS curriculum guidelines.
- Provide detailed and regular feedback on pupils' progress, achievements, and any issues, as appropriate.
- To maintain a close partnership with Kindergarten parents, being available at drop-offs and pick-ups to answer questions and queries.
- Deal with minor incidents and refer them to the Head of Early Years if necessary.

What you will be doing

- Complete weekly plans, ensuring all Kindergarten staff receive them the week before so they can organise and prepare planned activities, including focus and art activities.
- Encourage pupils to interact with others and engage in activities.
- Establish positive relationships with pupils, acting as a role model.
- Create and maintain a purposeful, nurturing, and supportive environment in accordance with lesson plans, and assist with the display of pupil work.
- Assist in promoting the learning and personal development of the children to whom you are assigned.
- Observe and maintain detailed records for your key children.
- Manage the Kindergarten staff rota, amending it where necessary.
- Supervise and provide support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- Administer First Aid as required to Kindergarten children, following Health and Safety guidelines and Paediatric First Aid procedures.

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.

What you'll bring

Essential	Desirable
Skills • Excellent written and communication skills. • Good interpersonal skills. • Ability to remain calm under pressure. • Intermediate IT skills, including competent use of Microsoft Office applications. • Ability to deal with children and adults with tact and sensitivity. • Ability to communicate effectively at all levels. • Ability to build and develop positive relationships with wider school staff. • Confident approach to a variety of situations.	
Qualifications • GCSE English and Maths at Grades A-C (or equivalent). • NVQ Level 3 Qualification in Childcare, or equivalent.	Qualifications • Paediatric First Aid qualification. • Food Hygiene and Safety certification.
Experience • Strong knowledge of the Early Years Foundation Stage curriculum and safeguarding responsibilities. • Experience of delivering phonics to Early Years-aged children (Jolly Phonics, Read Write Inc.). • Experience of working with children and meeting their needs. • Confidence in meeting pupils' intimate care requirements.	Experience • Experience using basic First Aid equipment. • Understanding of regulatory compliance requirements. • Previous leadership or Early Years experience appropriate to the level of the role (for example, as a Supervisor or Line Manager).

Key Stakeholders you'll be working with

- **Internal:** Teachers, Senior Leaders, Colleagues, Pupils.
- **External:** Parents, Visitors.

To be signed and dated by employee:

Signed:

Name (print):

Date:

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