

# Job Description:

# Room Leader



<b>Job purpose:</b>	<p>To deliver high standards of learning, development and care for children aged 0-5 years old.</p> <p>To contribute to the creation of a safe, welcoming and inclusive environment for all children</p> <p>To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care</p> <p>To deploy staff and resources effectively, maintaining ratios in your room whilst supporting other rooms/nurseries</p> <p>To develop strong partnerships with parents/carers to increase their involvement in their child's development.</p> <p>To be responsible for any tasks delegated by the Nursery Manager.</p>
<b>Reporting to:</b>	<p>Nursery Manager Deputy Manager Directors of PlayPals Childcare Ltd Trustees of QUEST</p>
<b>Disclosure level:</b>	<p>Enhanced</p>

## Main Responsibilities

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress and to support other staff in doing so
- To help ensure the preschool nursery meets Ofsted requirements at all times
- To work in partnership with the EYFS Team across QUEST.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
- To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up
- To work with other professionals in the local area for the benefit of children and families
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies

- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – includes Individual Education Plans for children with Special Educational Needs
  - To be a key person.
  - To ensure records are properly maintained
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- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
  - To work in partnership with senior management to update and review the self-evaluation and improvement plan.
  - To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives.
  - Work in line with statutory safeguarding guidance (Keeping Children Safe in Education, Prevent) and Play Pals safeguarding and child protection policies
  - To be committed to safeguarding children at all times and follow associated procedures
  - Be aware of and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
  - Play Pals Childcare Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

# Person Specification

## Room Leader



Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Level 3 qualification in Children and Young Peoples Workforce or equivalent	Food Hygiene Certificate Paediatric First Aid Safeguarding Qualification
Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</li> <li>• Knowledge and proven practical experience of implementing good quality learning.</li> <li>• At least one year's recent relevant experience</li> </ul>	Two or more years relevant experience
Skills & Attributes	<ul style="list-style-type: none"> <li>• Empathy and understanding of children under five.</li> <li>• Excellent verbal and communication skills with children and parents.</li> <li>• Ability to write reports and keep clear and accurate records.</li> <li>• Excellent organisational skills</li> <li>• Administrative and basic IT skills</li> <li>• Calm and caring nature.</li> <li>• Ability to work as part of a team</li> <li>• Able to work on own initiative</li> <li>• Able to observe, assess and track children's learning and development</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Reliable, enthusiastic, and flexible</li> <li>• A commitment to quality in all areas, with a high level of motivation and enthusiasm</li> <li>• Punctual</li> <li>• A creative thinker</li> <li>• Patient, caring and nurturing</li> <li>• A good sense of humour</li> </ul>	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed \_\_\_\_\_ Date \_\_\_\_\_