



# Cygnus Academies Trust

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**Job Description:** Room Lead – Toddler Room (2-3 Years)

**Grade:** Level 3  
**Responsible to:** Nursery Manager

## **Purpose of the Role**

To lead high-quality practice that supports toddlers' growing independence, communication, and emotional regulation, while maintaining secure routines and relationships.

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## **Key Responsibilities**

### **Leadership and Practice**

- Lead and model high-quality interactions that support language, play, and social development.
- Support staff to balance independence with clear boundaries and routines.
- Promote consistent behaviour expectations rooted in emotional development.
- Mentor staff to use observation to inform responsive planning.

### **Care Routines and Wellbeing**

- Lead routines that promote:
  - Self-feeding and independent eating
  - Early toileting readiness and personal care
  - Managing transitions within the day
- Ensure routines remain predictable and supportive.

### **Learning and Development**

- Lead provision that supports:
  - Communication and language (vocabulary development, simple conversations)
  - Physical development (climbing, balance, fine motor control)
  - Social interaction, turn-taking, and cooperative play
- Plan and oversee experiences that build early self-regulation and resilience.
- Ensure observations and assessments capture progress across all EYFS areas.

### **Environment and Safety**

- Create a stimulating, well-organised environment that encourages exploration and choice.
- Support staff to manage behaviour consistently and positively.
- Promote emotional literacy through modelling and play.

### **Partnership with Parents**

- Communicate clearly with families about learning, behaviour, and development.
- Support parents with guidance on routines, boundaries, and independence.
- Plan and support transitions into the preschool or nursery class.

### **Shared Leadership Responsibilities**

- Uphold safeguarding and welfare requirements at all times.
- Ensure statutory ratios and safe practice are maintained.
- Contribute to staff meetings, training, and self-evaluation.
- Work collaboratively with the Early Years Lead and wider Early Years team.

### **Desirable**

- Paediatric First Aid qualification.
- Knowledge of technology to support children's learning.
- Experience supporting children with additional needs.
- Familiarity with the Birth to 5 Matters or Development Matters guidance.
- Training in schemas or heuristic play.
- Awareness of the Curiosity Approach or similar child-led pedagogy.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Room Lead is expected and required to perform and complete the particular duties set out above.

Signed \_\_\_\_\_

Date \_\_\_\_\_