

Job Title: Early Years Room Leader

We are seeking a committed and passionate Early Years professional to lead the delivery of high-quality, inclusive care, play and learning opportunities for children aged 2–4 years within our preschool setting. You will play a key role in creating a safe, stimulating and nurturing environment where every child is supported to thrive and reach their full potential, in line with the Early Years Foundation Stage (EYFS).

Houghton Conquest Preschool is a school run, maintained setting and our preschool provides a 'home from home' feel in an enhanced and stimulating environment for staff and children. The Senior Leadership team support, advise and guide the Room Leader to fully support its operation and strategic development.

Main Responsibilities

Leadership & Practice

- Lead and support a staff team working with children aged 2–4, providing day-to-day supervision and guidance.
- Take responsibility for planning, delivering and evaluating high-quality play and learning experiences that meet children's social, emotional, physical and cognitive needs.
- Act as a key person to a group of children, ensuring their individual needs, interests and development are reflected in planning and routines.
- Lead on planning activities that support progress across all areas of learning and development.
- Monitor children's progress across the cohort, completing observations, assessments and data analysis to support inclusive practice.

Safeguarding, Care & Wellbeing

- Promote and maintain a safe, healthy and secure environment, including completing daily health and safety checks and risk assessments.
- Ensure safeguarding is always a priority, following child protection procedures and reporting concerns immediately to the Senior Leadership Team.
- Support staff with safeguarding concerns, report writing and attendance at meetings or case conferences.
- Identify and respond to children's individual care needs, ensuring their health, wellbeing and emotional security are enhanced.

Learning Environment

- Provide a broad range of engaging indoor and outdoor learning opportunities, supervising outdoor play in all weathers.
- Lead the team in making regular use of the local environment to enrich learning experiences.
- Prepare snacks and supervise mealtimes, supporting children to develop independence and positive routines.

Partnership Working

- Build strong, trusting relationships with parents and carers, sharing information daily about children's progress, achievements and needs.
- Work in partnership with other professionals and agencies, both statutory and voluntary, where appropriate.
- Support smooth transitions for children between preschool and the main school for children starting school in reception.

Professional Responsibilities

- Maintain accurate, clear and up-to-date records, including progress, developmental and behavioural reports.
- Ensure all preschool policies, procedures and confidentiality requirements are consistently followed.
- Attend and contribute positively to staff meetings, supervisions and training, taking a lead role where appropriate.
- Keep up to date with current early years practice and statutory requirements.
- Promote mutual respect and professionalism in all interactions with colleagues, families and partners.

General

- Carry out any other duties appropriate to the role, as directed by the Senior Leadership Team.

What We're Looking For

- A dedicated Early Years professional with strong leadership skills and previous experience.
- A sound knowledge of the EYFS and safeguarding requirements.
- A caring, inclusive and child-centered approach.
- Excellent communication and teamwork skills.
- A commitment to continuous professional development.