

<b>Job Title</b>	<b>Room Leader</b>
<b>Grade</b>	<b>Scale 6</b>
<b>Reports to</b>	Head of School and Early Years Lead
<b>Liaison with</b>	Nursery & EYFS Teaching staff, professionals, wider staff and parents
<b>Job Purpose</b>	To work under the direction of the Early Years Lead
<b>Duties</b>	<ul style="list-style-type: none"> <li>● To take overall responsibility for the care and development of all children in the 2 year old room or 3 and 4 year olds room.</li> <li>● Provide high-quality childcare and education appropriate to the age and stage of development of the children.</li> <li>● Be responsible for ensuring equality of opportunity for all.</li> <li>● Work as part of a team to deliver and meet the requirements of EYFS for all children.</li> <li>● To look after the children's daily needs such as feeding, nappy changing and toileting.</li> <li>● To build and maintain positive relationships with parents and carers</li> <li>● To attend and actively participate in team meetings and professional development as required.</li> <li>● To implement and uphold all health and safety, and safeguarding, requirements.</li> <li>● To contribute to and implement school policies, procedures and risk assessments.</li> <li>● Work in line with the school and Trust's ethos, vision and values.</li>   <li>● To oversee and support with long term planning and to work with practitioners to adapt this to individual children's needs.</li> <li>● To bring planning to life to engage children in age-appropriate play opportunities within the curriculum and the individual needs of the children.</li> <li>● Provide an enabling environment which meets the needs of each individual child.</li> <li>● To observe, assess and record children's learning development and progress.</li> <li>● To maintain records and report to parents.</li> <li>● To supervise and support the practice of assigned staff.</li> <li>● To be a key person to an allocated number of children and their families.</li> </ul>

<b>Essential Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>● Minimum Level 3 Childcare qualification or equivalent (NVQ, Cache, C&amp;YPW etc).</li> <li>● Minimum of level 2 English and Mathematics</li> <li>● A minimum of 2 year's experience within an EYFS setting</li> <li>● A thorough understanding of the EYFS framework</li> <li>● Ability to communicate confidently and professionally in both written and verbal forms</li> <li>● Good organisational and time management skills</li> <li>● Good IT skills</li> <li>● A calm, positive and proactive approach</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>● Experience completing 2 year old check paperwork</li> <li>● Food hygiene</li> <li>● Paediatric First Aid</li> <li>● Experience of working with other professionals</li> <li>● Trained in Trauma Perceptive Practice</li> <li>● Management and development of other staff</li> <li>● Experience of using own initiative and as working as part of a wider team</li> </ul>

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.