



School Support Staff

Job Profile

Reference	
Job Title	Nursery Room leader
Main Job Purpose	To promote the education and welfare of a mixed age room of 3 and 4 year olds under the guidance of the Nursery teacher.
Main Duties	
1	<p>The Room Leader is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that activities are planned carefully under the guidance of the Nursery teacher so that everyone knows and understands their role. • Being a positive role model to other staff including apprentices. • Ensuring that staff and students are aware of the expectations of the nursery and giving support and advice when needed.
2	Support the keyworker system ensuring all members of staff are taking responsibility for their own children.
3	<p>Ensure that a regular daily Health and Safety check of the room is undertaken and that all nursery policies are followed e.g</p> <ul style="list-style-type: none"> • That all play equipment is checked before each use • That fire drills are dealt with effectively. • That all accidents are reported in the accident book, reporting any near misses or injuries to staff and children to the Nursery teacher and School office.
4	Ensure all visits outside of the nursery grounds are risk assessed and have the approval of the manager.
5	Ensure all staff are aware of the medical needs of each child and that proper procedure is followed.
6	Attend and participate in regular staff meetings.
7	Participate in training programmes as required. Attend all INSET training days.
8	Maintain and apply detailed knowledge of the Child protection policy and reporting procedures including ensuring that all staff know who is collecting each child, the use of passwords and implementation of the intimate care policy.
9	<p>Ensure that a programme of wide-ranging activities suitable for the age and development of the children is carefully planned alongside the Nursery teacher.</p> <p>Ensure that observations and assessments are completed and utilised to inform future planning.</p> <p>Prepare and maintain records of children and attend regular parent meetings.</p> <p>Ensure that children with Special Educational Needs are fully integrated into the nursery and have equality of opportunity.</p> <p>Ensure that the SEN policy is implemented.</p> <p>Liaise with other agencies as appropriate to ensure that the needs of children are met.</p>

	Ensure that confidentiality is maintained across the school and nursery.
	Ensure good relationships are maintained with parents and carers at all times. Support parents who need help and advice.
	Contribute to the development of the nursery by putting forward ideas and innovative practise.
	Liaise with other nursery staff and office staff to plan and order snacks on a weekly basis.

Supervision and Management

The Job holder supervises up to 3 members of staff in that room under the Management of the Nursery teacher.

Creativity and Innovation (i.e. Problem Solving)

The job holder is required to take all routine decisions involved in the daily programme and to plan activities for the children within their own room.

Key Contacts and Relationships

Contacts will be with:

- Parents and Carers and others involved in a child's care to exchange information about the children and to support the parents or carers.
- Room staff for supervision and development and Nursery teacher for management and to report/discuss problems.
- Outside agencies dealing with the children.
- Other school staff.

Decision Making

Decisions will need to be made about day to day activities undertaken with the group and with individual children.

Resources

The jobholder is expected to use resources appropriately and with care, but is not personally accountable for their overall security.

Working environment

Physical demands will involve lifting and carrying children and moving small furniture

There will be some personal care such as changing baby nappies.

Knowledge and Skills

Work in this job would be equivalent to the that required for Level 3 in Child Care and Education or higher and will require good linguistic skills and knowledge of the EYFS framework.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust’s Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:.....

Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

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Print Name:.....

Date:.....