

Job Title: Early Years Room Leader

Job Purpose

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 2–5 years. 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).

Main Responsibilities

Leadership & Practice

- Lead and support a staff team working with children aged 2–5, 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 Nursery Manager.
- 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 rooms within the nursery.

Professional Responsibilities

- Maintain accurate, clear and up-to-date records, including progress, developmental and behavioural reports.
- Ensure all nursery 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 Nursery Manager or Deputy.
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What We're Looking For

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