

# Room Leader

REPORTS TO: Deputy

## Scope of Position

To lead the implementation of the Early Years Foundation Stage (EYFS) curriculum.

To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences which support all aspects and components of the EYFS curriculum.

To meet requirements of regulatory bodies with relation to EYFS matters, special needs, child protection, Health and Safety and to ensure that company policies and procedures are adhered to.

## Key Responsibilities

### Childcare and Education

- Act as Room Leader and implement the Early Years Foundation Stage (EYFS) curriculum
- Provide high quality standards within the nursery including the environment, resources and experiences offered to children
- Lead planning for the EYFS curriculum and maintain accurate and effective children's records
- Promote and facilitate partnership with parents/carers and other family members
- Support the development of good practice with regard to special needs and inclusion
- Work with the Childcare and Education team to continuously improve quality of childcare and education
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with
- Work with area SENCOs, EYFS advisors, health professionals and local Sure Start programmes as appropriate
- Comply with the statutory framework for the EYFS or relevant statutory regulations for Scotland and Wales, relevant legislation including the Children Act 1989 and 2004
- Develop and maintain highly professional working relationships with advisory teachers, schools, area SENCOs and other agencies
- Ensure the effective implementation of key person procedures within their rooms and to be a key person carrying out all related responsibilities in building relationships with a small group of children and their families
- Remain abreast of current developments in childcare and education policy and practice.

### Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- Ensure the general cleanliness of the children at all times
- Adhere to Health and Safety policies, to manage risk and ensure that any remedial action is taken immediately
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas
- Assist in maintaining the nursery buildings, resources and equipment to a high standard reporting maintenance or cleaning issues appropriately and promptly.

### Operational

- Promote the nursery to current parents and potential customers
- Support the manager and staff during inspections by regulatory bodies and to assist in the implementation of any recommendations.

## **Room Leader** CONTINUED

### **Staff**

- Support and supervise room staff with their day to day duties
- Support and mentor staff and students
- Work with other room leaders also implementing the Early Years Foundation Stage (EYFS) curriculum to ensure a consistent approach
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.

### **Communication**

- Develop and promote parental partnership and involvement.

### **General**

- Undertake any other duties as reasonably requested by line management
- Adhere to all company policies and procedures
- Ensure the company's policies on diversity and equal opportunities are adhered to.

## Room Leader CONTINUED

<b>Relevant Experience</b>	<b>Essential</b>	<b>Desirable</b>
A minimum of three years post qualifying experience in a full day care setting	✓	
A minimum of two years experience in a supervisory role in the delivery of services for young children	✓	
Experience as a Nursery Manager		✓
Experience of leading and supporting staff teams to improve practice	✓	
Experience of quality assurance		✓
Experience of Financial Management and Budget Planning	✓	
<b>Education and Training</b>		
A Childcare and Education qualification equivalent to NVQ level 3	✓	
A higher level qualification in Early Years Childcare and Education/Childhood Studies		✓
A Management Qualification		✓
Current First Aid at Work Qualification		✓
<b>Knowledge</b>		
A sound knowledge of child development for children from birth to five years	✓	
An understanding of the Early Years curriculum	✓	
An understanding of a play based approach to children's learning and development	✓	
A knowledge of research related to childcare and education		✓
Knowledge and understanding of the statutory framework for the relevant statutory regulations and the inspection processes of regulatory bodies	✓	
Knowledge and understanding of the key legislation related to childcare and education	✓	
Understanding of the role of the 'Key Person'	✓	
A sound knowledge of safeguarding procedures	✓	
<b>Skills and Abilities</b>		
Excellent communication skills both written and verbal	✓	
Ability to develop effective relationships with colleagues, parents and outside agencies	✓	
Effective leadership skills	✓	
The ability to plan and organise workload	✓	
The ability to use computers and software packages	✓	
<b>Other Requirements</b>		
An understanding of and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	
A willingness to support at other settings as reasonably required	✓	

## Room Leader CONTINUED

### Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**JOB DESCRIPTION: Room Leader**