



Job description: Nursery Room Leader

Location	Benjamin Adlard
Contract term	Temporary
Full time/term time	Term Time + 1 Week
Pay range	Grade 6 SP 15-19
Reporting to	Assistant Head/EYFS Leader

Job purpose

The Nursery room leader will work with the EYFS Leader to provide a safe, high-quality education and care for each child and their family that attends the nursery.

The Nursery room leader will work with the EYFS Leader to implement processes and procedures that support children's education, development, and wellbeing. The role requires good communication skills, high levels of motivation and ability to work under pressure. It will include ensuring the setting continues to meet the safeguarding and welfare, learning and development requirements within the Early Years Foundation Stage, Ofsted and other legislative requirements.

The role will also require keeping up to date on all factors that affect Early Years and sharing relevant information with the Nursery team.

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. Specific duties will include those outlined below and any other tasks that may reasonably be required by the setting and the Trustees to ensure the smooth operation of the setting.

Main duties and responsibilities

Leadership of the Setting

- To follow the curriculum plans made by the EYFS Leader.
- To provide high quality care and learning.
- To role model and monitor high quality practices - that will ensure the smooth day to day organisation and operation of the setting.
- To ensure that the systems of observation and record keeping are followed - so that children's attainment and progress is effectively and regularly assessed and to monitor.
- To monitor and track the learning and development of all children in the setting - keeping the necessary records for this purpose.
- To ensure statutory and business records are regularly updated and maintained - this includes the daily attendance register, accident book and welfare records. This also includes ensuring all the procedures of the nursery are followed.
- To follow the health and safety procedures to ensure a safe environment - that promotes the health and wellbeing of all the children, staff, families and visitors.



- Liaise with EYFS Leader, keeping abreast with new training and research, working with outside specialist teams as necessary to ensure children with special educational needs and disabilities make the desired progress.
- To keep up to date with research and good practice.
- Liaise with EYFS leader to ensure sessions are correct and up to date.

Partnership with Parents, Committee of Trustees and wider community

- To build and maintain effective communication and positive relationships with parents, carers and families through a variety of communication platforms - including, but not limited to: parent visits, settling days, presentations, Tapestry, Facebook etc.
- To lead and liaise with the EYFS Leader - to drive setting development and follow mount street vision

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Job title

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Level 6 Early Years Professional status	<input type="checkbox"/>	

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Previous leadership experience in an Early Years setting		<input type="checkbox"/>
A working knowledge of staffing a setting to ensure it runs smoothly		<input type="checkbox"/>

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	<input type="checkbox"/>	
An in-depth working knowledge of the EYFS and its Statutory requirements	<input type="checkbox"/>	
An in-depth working knowledge of the Development Matters framework		<input type="checkbox"/>
Ability to identify children's needs and provide learning opportunities to meet those needs as required	<input type="checkbox"/>	
Ability to work as part of a team and to inspire and motivate the team, working alongside the rest of the team, recognising and developing their strengths	<input type="checkbox"/>	
Ability to respect confidentiality of information	<input type="checkbox"/>	
Understanding of Safeguarding within the setting		<input type="checkbox"/>
Willingness to undertake further relevant training	<input type="checkbox"/>	
Commitment to young children and families	<input type="checkbox"/>	
Excellent interpersonal skills and a professional attitude	<input type="checkbox"/>	



Friendly, flexible approach	<input type="checkbox"/>	
Experience of collaborative working with other agencies/settings		<input type="checkbox"/>
Relevant Early Years Paediatric First Aid Training	<input type="checkbox"/>	