

JOB DESCRIPTION

| Role Title | Department | Reports to |
|-------------|------------|-----------------|
| Room Leader | Nursery | Nursery Manager |

PURPOSE

To lead and manage a nursery room within the school's Early Years provision, ensuring the delivery of outstanding care and education for children under 5. To create a safe, stimulating and nurturing environment where all children can thrive. To provide direction and support to a team of practitioners, modelling excellent practice in line with the Early Years Foundation Stage (EYFS) and Ofsted requirements.

PRINCIPAL ACCOUNTABILITIES

- Take the lead in a designated Early Years room, supporting the planning and implementation of engaging and developmentally appropriate activities.
- Act as a key worker for a group of children, ensuring their individual care and learning needs are met.
- Observe, assess and record children's development using the EYFS framework, contributing to next steps planning.
- Support a safe, nurturing and stimulating learning environment where children feel secure and confident to explore.
- Provide day-to-day direction and support to other Early Years Practitioners and students, modelling excellent practice and promoting consistency.
- Build strong, professional relationships with parents and carers, maintaining open communication and involving them in their child's learning journey.
- Ensure the safety, welfare and safeguarding of all children in line with statutory guidance and school policies.
- Contribute to the school's preparation for Ofsted and help maintain consistently high standards of provision.
- Help induct, support and guide new team members, volunteers and students on placement.
- Participate in staff meetings, training sessions, parents evenings and school events.
- Maintain confidentiality and professional conduct in line with Trust and school expectations.

PERSON SPECIFICATION

| | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Qualifications/Education/ Training | <ul style="list-style-type: none"> • Level 3 qualification (Essential) • Paediatric First Aid (Desirable) |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|

| | |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Safeguarding Training (Desirable) • Evidence of ongoing professional development |
| Knowledge/Experience | <ul style="list-style-type: none"> • Significant experience working in an Early Years setting • Strong understanding of the Early Years Foundation Stage (EYFS) framework and child development • Experience of working in partnership with parents and carers • Understanding of safeguarding and child protection practices |
| Technical/Business Skills/Ability | <ul style="list-style-type: none"> • Strong observational and planning skills using EYFS guidance • Confident communicator with children, colleagues and parents • Ability to inspire and guide others while working collaboratively as part of a team • Well-organised with good time management and attention to detail |
| Particular Aptitude/Personal Skills Required | <ul style="list-style-type: none"> • Caring, nurturing and patient approach • Ability to work well in a team and on own initiative • Approachable, positive, and supportive in working with others • Enthusiastic, creative and flexible • High standards of professionalism and integrity • Commitment to continuous personal and professional development |

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: