**Steephill School**

**Job Description – Pre-school Room Leader**

**PERSONAL SPECIFICATIONS**

**Essential**

* EYFS level 3 qualification or higher.
* At least two years' experience of leading a pre-school room.
* Paediatric first aid qualification or be willing to complete the training.
* Maths and Literacy GCSE level C/4 or above.
* An empathy with the ethos and philosophy of Steephill School.
* Self-motivation and high levels of organisational and self-management skills.
* Passion for the profession and an ability to inspire others.
* A sound knowledge of the EYFS framework and statutory guidance.
* Strong communication and ICT skills.
* Commitment to equality of opportunity.
* Ability to build and maintain strong partnerships with parents.
* Commitment to personal professional development, and willingness to develop own skills.

**Desirable**

* Certificate in paediatric first aid.
* Forest School experience.
* Artistic ability.
* Experience using Tapestry.

**JOB DESCRIPTION**

The EYFS Room Leader is directly to the Head of EYFS in the first instance.

The duties are outlined as follows:

* Establish and maintain effective working relationships with pupils, parents, staff and members of the school community.
* Plan with the needs and interests of each individual child at the heart, under the guidance of the Head of EYFS.
* To lead the team in the room in the delivery of a programme of the highest standard and in accordance with the EYFS for both indoor and outdoor learning.
* Establish supportive and trusting relationships with pupils in a warm caring and stimulating environment.
* Motivate children and build their self-esteem.
* Lead in assessment and child observations, including annual reports to parents.
* Attend parent meetings, staff meetings and Inset days.
* Establish and maintain a culture of collaboration and cooperative working between colleagues.
* To be knowledgeable of all policies and procedures and follow them accordingly.
* Demonstrate personal and professional integrity and confidentiality.
* To ensure the safety, security, and well-being of the children in your care.
* Promote diversity, inclusion, and the British Values.
* In the case of emergency or staff absence, you may be required to provide cover for a teacher or other colleague, as directed by Senior Management.
* Potential requirement to provide wrap-around care in the future should the need arise

**Teaching and learning**

* Lead in the educational and social development of pupils under the direction and guidance of the Head of EYFS.
* Assist in the implementation of Individual Education Programmes for pupils and monitor their progress.
* Work with other professionals, such as speech therapists and occupational therapists, as necessary.

**Standards and quality assurance**

* Support the aims and ethos of the school as represented in the Staff handbook.
* Set a good example in terms of dress, punctuality, and attendance.
* Attend team and staff meetings.
* Undertake professional duties that may be reasonably assigned by the Head e.g to undertake similar work in and around the School.
* Be proactive in matters relating to health and safety.
* Be familiar with the Staff handbook and all the policies and procedures relevant to their work.
* Treat all School business as confidential.

**Other duties and responsibilities**

* Attend class/school day trips away from the school site.
* Lead an assembly approximately once a term.
* The Head or Head of EYFS may ask the post-holder to perform other duties from time to time.