



Spring Grove School Nursery/Teddies

Job Description - Room Leader

This post is under the direction of the Head of Early Years, working effectively as part of a team, using personal skills, knowledge and experience to deliver a planned Early Years Foundation Stage curriculum and high quality Nursery care.

Main Duties and Responsibilities

To lead the provision in the Teddies Room providing a high quality, vibrant learning environment ensuring that children are stimulated by a range of age appropriate activities.

1. Under the direction of the Head of Early Years take responsibility for drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care.
2. Ensure that room staff are effectively managed
3. Be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.
4. To have a full working knowledge and understanding of the Early Years Foundation Stage.
5. To plan organised daily activities, within a given framework, appropriate to the different age groups, followed up with observations and record keeping.
6. To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour.
7. To employ good Nursery management skills to supervise groups or individuals building positive relationships and facilitating their educational development and social skills.
8. To offer all children equal opportunities as set out in the Early Years Equal Opportunities Policy.
9. To encourage children to develop their 'self help' skills and an awareness of personal hygiene, i.e. Washing and toileting.
10. As a key person, to take responsibility for the ongoing assessment and records of progress and achievement for a particular group of children, highlighting any problems or significant achievements to the Room Leader.
11. To take time to understand the significant needs and requirements of individual children e.g. SEN, allergies, dietary needs.

12. To assist the other staff in maintaining a clean, tidy and organised environment.
13. To assist in the preparation of snacks and drinks, supervising meal times, developing good table manners and eating habits and clearing away after meals.
14. To plan for and supervise children in outdoor activities, being aware of their safety and welfare, providing simple First Aid when necessary.
15. To contribute to displays, creating an attractive and stimulating environment.
16. To work positively as part of the team, to be included in staff rotas and attend regular Early Years meetings.
17. To positively promote the Early Years Department at all times, to develop a good relationship with parents and to be a welcoming presence to any visitors entering the Department.
18. To show good communication skills and feedback to parents.
19. To be aware of and comply with all Early Years policies and Procedures.
20. Any other duties appropriate to the post as directed by the Head of Early Years.
21. To hold a current Paediatric First Aid Certificate.

Authorised to:

1. Provide simple First Aid.
2. Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.

Entitlement:

Induction, training and professional support:

1. To receive new staff induction.
2. To receive first aid training in line with school policy
3. To receive appropriate training, as applicable, for all duties which are required within this job description.
4. To receive the support of the Head of Early Years and to work as a valued member of the team.
5. To attend regular Early Years staff meetings with the Head of Early Years.