

Job Description

We are committed to excellence. We believe in choice.

Job Title:	Room Leader - Early Years Educator
Reference:	John Wallis Nursery
Reports to:	Nursery Manager
Responsible for:	No line management
Salary range:	Academy Band F £25,500 FTE
Contract:	37.5 hours a week, term-time only

Main purpose of the role:	
Main duties:	<ol style="list-style-type: none"> 1. Supporting and liaising with the Manager, Deputy on a daily basis. 2. Maintaining security of Nursery premises. 3. Working within the required standard, ratios and conditions of registration. 4. Adhering to The John Wallis Nursery Policies and Procedures and complying with the Children's Acts of 1989 and 2004. 5. Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage Day care standards and effectively implementing these requirements. 6. Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment. 7. Ensuring the nursery offers an environment which reflects the cultural diversity of all children. 8. Completing children's developmental and observation records. 9. Adhering to The John Wallis Nursery and Academy Safeguarding reporting procedures. 10. Supporting the Manager and Deputy Manager in organising and attending a minimum of two parents/carers' evenings per year. 11. Support the Manager and Deputy Manager in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends. 12. Supporting the Manager and Deputy Manager in developing and maintaining links within the local community to create a positive nursery profile. 13. Supporting the Manager and Deputy Manager in creating and maintaining successful and professional partnerships with parents/carers. 14. Ensuring close supervision of children during all meal times and adhering

15. to the allergy and dietary requirements of all children within the nursery.
16. Following The John Wallis Nursery procedures for the positive management of children's behaviour.
17. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the principal.
18. Responsible for the day to day running of the room.
19. · Responsible for the environment inside and outside your room, this includes ensuring the health and safety aspects and risk assessments are regularly carried out.
20. · You are responsible for supporting staff in your room. This includes ensuring they are following the codes of conduct appropriately. To report to Management if further support is required.
21. · Carrying out performance management of your staff and setting targets- reviewing as stated by line manager
22. · To ensure all observations are in line with current EYFs and carried out by yourself and staff- supporting staff as required. (Preschool room leader to liaise with Room Teacher regards Planning)
23. · To liaise with SENCo coordinator to support SEN children and guide staff with SEN support as required.
24. · Preschool leader to cover Teacher if she is absent- by ensuring set up of tasks in line with planning already in place. (Other Room Leads could be asked to cover in another room if Manager requests)
25. · To assess and report on behaviours of a child- to request support as required by SENCo or Manager.
26. · Displays to be coordinated in your room by yourself/Teacher and staff.
27. · You are to volunteer yourself for CPD/training to upskill and be up to date with current EYFs information as well as carry out any training requested by your line Manager.
28. · To ensure and model positive behaviours to your staff by following school ethos and policies/ procedures.
29. · Report any safeguarding concerns and support your staff in reporting them.

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Health & Safety	<ul style="list-style-type: none"> • Complying with health and safety legislation • Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment • Maintaining the highest standards of cleanliness/tidiness within the nursery • Carrying out health and safety checks as outlined within The John Wallis Nursery Policies and Procedures • Adhering to health and safety procedures including the carrying out of risk assessments • Being aware of the outcome of risk assessments and fully implementing the specified controls • Completing accident and incident records effectively • Ensuring The John Wallis Nursery medicine procedures are adhered to • Maintaining allergy management systems in line with The John Wallis Nursery policy 	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • To be educated to a minimum of Level 3 in Childcare and Development. • Evidence of Continuing Professional Development relevant to the role. 	
Experience	<ul style="list-style-type: none"> • To have experience working with children and young people and having a proven positive impact on raising attainment. • Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage Day care standards and effectively 	

	<p>implementing these requirements.</p> <ul style="list-style-type: none"> • Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment. 	
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	<ul style="list-style-type: none"> To have experience working with children and young people and having a proven positive impact on raising attainment Working within the required standard, ratios and conditions of registration 	
Skills	<ul style="list-style-type: none"> Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. Creative and innovative. Excellent facilitation and presentation skills suitable up to and including senior managers. Data and IT literate with good IT skills. Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. 	
Qualities	<ul style="list-style-type: none"> Able to confidently liaise with senior colleagues including in formal settings. Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. Personal and professional authority and resilience. Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. Empathetic, tactful and diplomatic. Solution focused, working collaboratively and collegially with colleagues and stakeholders. 	
	<ul style="list-style-type: none"> Excellent inter-personal skills. A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. 	