

The Hundred of Hoo Nursery

Job Description



Role: Room Leader (2-3 year olds)

Responsible to: Nursery Manager/EYFS Lead

Scope: The Room Leader is a qualified childcare professional with the joint responsibility for the day-to-day running of the Nursery. They perform an important role caring for children, maintaining a high-quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others, in the absence of the Nursery Manager.

Detailed Responsibilities and Duties

The Room Leader is expected to lead the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences, offering the best possible academic and pastoral care.

- Under the direction of the Nursery Manager, significantly contribute to curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care.
- Ensure that room staff, volunteers (e.g. students) and resources are effectively managed.
- Be responsible for providing a high quality of teaching and learning.
- Be a Key Person for a group of children observing them, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed.
- Ensure records are properly maintained, e.g. daily attendance register, accident records and daily safety checks.
- Observe and record children's progress and under the direction of the Nursery Manager, produce accurate, well written Learning Journeys, within agreed timescales.
- Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement. Meet with Key Children's parents regularly in line with the School's Parent Consultation dates.
- Liaise with the SENCO and other professionals as necessary.
- Advise the DSL (Nursery Manager) or safeguarding officer of any concerns over a child.
- Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.
- Dinner payments – take payments from parents and liaise with Olive Dining to ensure the smooth running and organisation of payments.
- Support the Nursery Manager in allocating and organising Nursery places for each new cohort. Attend and deliver welcome meetings and parent workshops alongside the Nursery Manager.
- Any other tasks delegated by the Nursery Manager.

Professional Standards

Reporting to the Nursery Manager, the Room Leader will:

- Attend staff meeting and in-service training courses as required.
- Ensure the team works flexibly and takes shared responsibility so that adult:child ratios are always maintained through regular staff rotas, highlighting to the Nursery Manager if cover is required.
- Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- Keep up to date with current good practice.
- Undertake any other reasonable duties as directed by the Nursery Manager, EY Lead and Principal.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as directed.