



JOB DESCRIPTION OF EXTENDED ENTITLEMENT PROVISION MANAGER/ROOM LEADER

1. PURPOSE OF JOB

To work with the whole staff team to provide a safe, caring and stimulating environment for children.
To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.
Support students, trainees and others on work placements or work experience.
To deputise for the Supervisor as required.

2. DIMENSIONS

Subordinates: None but supports students, trainees and others on work placements or work experience.
Budget: None
No. of Children: up to 25

3. PRINCIPAL ACCOUNTABILITIES

- Undertake day to day nursery duties to ensure that high standards of care and education are maintained.
- Adhere to the Nursery's policies and procedures to ensure that high standards are maintained within the Nursery and review them regularly with whole school staff.
- Forge relationships with parents / carers of the children to ensure they are engaged in the child's education and social development, also be responsible for settling in new children by participating in visits and discussions with parents with regards any special requirements (medical, dietary etc.) to ensure the child's well being
- Contribute to partnership working with whole school staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
- Provide a suitable curriculum that enables children to achieve their early learning goals in consultation with the Headteacher and Senior Leadership Team.
- Establish appropriate planning, observation and assessment procedures in partnership with other staff to ensure children's progress is satisfactory.
- Support students, trainees and others on work placements or work experience in order to help them meet their training needs and to raise the profile of the Nursery and others awareness in Early Years and childcare matters.

4. NECESSARY EXPERIENCE

- Good standard of general education (GCSE Grade C/4 including English and Maths).
- Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare development.
- Paediatric First Aid Certificate or willingness to obtain.
- Previous experience in an early years and childcare setting required.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible and to provide advice, guidance and training to students, trainees and those on work placements / experience.

5. SCOPE FOR IMPACT

Support staff in schools to make a strong contribution to pupils' learning and achievement. Provide important support to the Headteacher and Senior Leadership Team by contributing to children's learning and achievement. They also act as a role model and contribute to the learning of students, trainees and others to ensure that new people enter the profession adequately trained.

The post holder needs to be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure children's wellbeing.

The post holder would also take responsibility for creating a stimulating environment by setting up displays and activity corners etc. to enhance the children's social and educational development.

The post holder would be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development

6. JOB CONTEXT

The post holder will be expected to work effectively with individual children and/or small groups under the direction and supervision of the Headteacher and Senior Leadership Team.

They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. They would also be expected to work as part of the team and contribute to plans to ensure the nursery meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents, students, trainees etc.