

**Bapchild and Tonge CE (Aided) Primary School and Nursery**

Job Description: Nursery Room Leader

Responsible to: The Headteacher, Assistant Headteacher, Class teacher, Governing Body of the school

Grade/Pay Range: Kent Range 5

MAIN PURPOSE: To promote, provide and support high quality learning and to lead children in their activities in the Nursery/School.

To use secure knowledge and experience of working with pre-school age children, including those with SEND, vulnerable and disadvantaged to support their learning across the foundation stage.

To ensure physical, emotional, social and developmental needs are met for all children

To work in collaboration with the teacher to lead staff members in providing high quality learning, foster a supportive environment.

Responsibilities and Duties

Detailed below are the principle tasks and activities associated with the Room Leader role. Activities and tasks are carried out on a daily, weekly or as required basis. As room leader you have a responsibility to model best practice and support other nursery practitioners in achieving this.

Professional Responsibilities

This involves:

* Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment. Model and lead other Nursery Assistants in ensuring the quality of education is at least ‘good’ and ‘outstanding’.
* Ensuring Nursery Assistants are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
* Work in partnership with early years professionals, for example Health Visitors and SEN services.
* Room Leader will support the class teacher in ensuring parent complaints/concerns are dealt with in a timely manner and that where Teacher/Nursery Leadership isn’t available that the room leader will deal with this in a professional manner.
* Nursery Room Leader will contribute to Nursery staff meetings and where appropriate attend full staff meetings.
* Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery.
* Seek advice where needed from co-ordinators and leaders such as SENCO, Speech and Language, Forest School Practitioners in their roles. Take a lead in sharing information from these practitioners with other Nursery assistants.
* Identify staff training and development needs and the course needed to support with this need and inform school leaders/ class teachers.
* To promote at all times good relations between staff members, parents and children, and promote the quality ethos of the nursery. Support and challenge where standards fall below the Code of Conduct and our professional behaviour

Childcare and Curriculum

Working in partnership with the teacher the Room Leader will:

* Plan and support staff to deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
* Contribute to planning to assure that the setting’s curriculum intentions are met and it is sufficiently challenging for the children it serves.
* Model to staff effective pupil observations, provide guidance for other Nursery Assistants in observing each child’s progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage.
* Upheld the Health and Safety expectations of keep the children safe.
* Provide guidance in the understanding and participating in the key person system.
* Support in the monitoring of practitioners key children profiles, ensuring these are up to date and maintained at the required quality level.
* Support with key transitions, both on entry to the Nursery and when children move on to school.
* Ensure that you and practitioners attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
* Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
* Support and care for children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you have an up to date care plan for each child in your care and that personal care is logged appropriately.
* Lead in the action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately.
* Model how to effectively record concerns and guide and support other members of staff to engage with and use CPOMS.
* Carry out health and safety checks as required to ensure the room / nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors.
* Lead and participate in effective continuous provision making sure all areas, indoors and out, are set up for effective practise.
* Maintain attendance registers and liaise with the Nursery Administrator and class teacher.
* Liaise with the teacher and ensure children have adequate access to the garden/school ground and outside trips.
* Manage kitchen duties and procedures and ensure snack is purchased and provided.
* Accept and manage medicine into the nursery using the Administering of Medicine Policy.
* Cover for other staff as appropriate and as directed by leaders, especially given that unforeseen situation can occur when caring for children and recognising that the child’s welfare is paramount.

Parent and Carer Responsibilities

Working in partnership with the teacher the Room leader will:

* Promote and lead work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery.
* Support the teacher and assist and attend parents meetings and open days.
* Lead and ensure parents are familiar with the security and procedures surrounding drop off and collection. (passwords etc.).
* Provide feedback and daily reports to parents about their child’s day at the nursery where necessary and identified.
* Monitor and inform parents when their child is sick or not their normal self.
* Have an overview of all children and ensure you know what is going on at home that may have an effect on the child’s behaviour or mood when they are at nursery.
* Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform class teacher/ leadership.
* Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child. Provide guidance to other staff members to ensure that the needs of the child are met.
* Have an overview child absences or holidays and liaise with nursery administration. Promote practitioners to ask parents about any likely absences.

Room and Premises Responsibilities

Working in partnership with the teacher the Room Leader will:

* Assist the teacher in ensuring that risk assessments for the Nursery and other areas for which they are responsible are carried out in accordance with nursery policies.
* Hold staff to account to ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our ongoing objective.
* Assist the teacher in ensuring that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate.
* To model and guide other staff to ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an ongoing resource plan.
* To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason. To ensure the office is aware of cleaning that needs to be performed by the nursery provider.
* To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
* To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children’s clothes and shoes, resources, cups, plates, utensils, food, drink etc.
* To lead in ensuring displays are changed regularly and in line with themes and seasons.
* To ensure everything in the room that needs to be is appropriately labelled.
* To ensure that appropriate signage is displayed correctly e.g. fire evacuation.

Health and Safety Responsibilities

Working in partnership with the teacher the Room Leader will:

* Audit and support staff in recording safeguarding and welfare concerns, attendance, patterns of behaviour, parental contact etc using the CPOMs.
* Help maintain the safety and security of all children, employees and visitors to the Nursery.
* Be familiar with and promote the nursery’s Health and Safety policy.
* Help carry out regular assessments to ensure all Nursery Health and Safety procedures are followed.
* Ensure the cleanliness of the children at all times.
* Ensure Accident and Incident books are maintained correctly.
* Work with the Nursery Administrator to ensure child registers are kept correctly.
* To ensure that all information relating to Bapchild Nursery, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS TO:

* Work as part of the team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
* Uphold the Staff Code of Conduct
* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its Christian distinctive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.