**Job Description –** **Early Years Practitioner – Team Leader**

The Room Leaders responsibility is to ensure the smooth day to day running of the Toddler school Room. Maintaining a safe stimulating and enabling environment for the children in our care. You also have the responsibility of leading and supporting staff, improving practice and supporting the management team.

**Main duties**

* + - Ensure the welfare of children in our care
    - To effectively deliver the Early Years Foundation Stage Curriculum.
    - To lead planning and ensure there is a range of age appropriate, stimulating activities.
    - To keep up to date records of key children’s development in their learning journeys to share with parents / carers and support colleagues to do the same.
    - To be a good role model to the children and colleagues.
    - Create positive relationships with children, parents and colleagues
    - To be aware of any disabilities, family cultures and medical histories of the children in our care.
    - To advise the Manager / Deputy or room leader of any concerns regarding children, colleagues, parents, or the nursery environment.
    - To ensure good standards of hygiene and safety are maintained at all times.
    - To promote equal opportunities throughout all aspects of work.
    - Liaise with other professionals involved with families while observing confidentiality.
    - To undertake relevant training as deemed necessary.
    - To read, understand and adhere to the nursery policies and procedures, e.g. safeguarding, health and safety, confidentiality, etc
    - To attend out of working hour’s activities, e.g. training, monthly staff meetings, parent's evenings, etc.
    - To be flexible within working practices of the Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment, etc.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the management team.**