2 YEAR OLD ROOM LEAD PROFESSIONAL

ST MARY’S CE (VA) PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION  
Position: Room Lead for the 2 Year Old Room.

Reports to: Early Years Foundation Stage Lead Teacher

Pay Range: KR5

1. **Purpose of the job:**

On behalf of the Governing Body, the Room Lead Professional will be responsible for the development and daily management of the class, providing a safe, caring, stimulating and educational environment of children aged 2. You will also need to work as part of a wider Nursery team, EYFS, and school; promoting the education and welfare of all pupils.

1. **Dimensions of this position:**

Subordinates: Nursery Assistants.

Budget: As agreed with the Headteacher and EYFS Lead Teacher.

Number of pupils: up to 12 per session (24 in total)

1. **Principle accountabilities:**

* The daily management of the 2 Year Old Room, ensuring that the highest standards are maintained.
* Keep abreast of legislation, guidelines and policies to ensure that National standards are met at all times, supporting the development a review of policies and procedures to be followed within the Nursery.
* Prepare for Ofsted inspections, and act upon any recommendations that may result to ensure a consistent and high quality of provision.
* To ensure that all pupils have access to developmentally suitable and varied activities, supporting their physical, emotion, social and intellectual development – providing a suitable curriculum to take steps towards the early Learning Goals.
* Support and train other staff in planning, observations and assessments; making sure that appropriate records are kept.
* Be aware of confidentiality, and procedures related to this.
* Work with the Designated Safeguarding Lead on all safeguarding matters, including disclosures, reporting and record keeping.
* Undertake the performance management of other staff, with the Early Years Lead Teacher.
* Attend staff meetings with the whole school staff.
* Support the Early Years Lead Teacher with supervision of staff.
* Ensure that staff are suitably deployed.

1. **Necessary experience:**

* A minimum of an NVQ level 5 or equivalent qualification in Early Years and Childcare Development, or be working towards this.
* Paediatric First Aid qualification.
* A minimum of 2 years supervisory experience in an early years setting.
* Be able to follow financial regulations and procedures.
* Experience and understanding of multiagency working and partnership.
* Experience of record keeping and progress tracking.

1. **Scope for impact:**

Research demonstrates that Nursery staff make a strong contribution to children’s learning and achievement, and provide important support for colleagues and parents. The Room Lead has responsibility for this area of the Nursery, ensuring that it runs smoothly, ensuring that all staff are directed in an organised and consistent way. They are responsible for a safe, happy and secure learning environment, and the effective running of this class depends upon their skills in this.

The post holder will be expected to undertake training, and other learning activities. They will attend meetings, including whole school staff meetings.

The post holder will be a role model, not only for students but also for other staff; and will be committed to their own professional development and that of the staff they are responsible for.

1. **Hours of work:**

8am until 4pm. Term time only. Any meeting/training hours outside of this, will be paid for as (agreed) overtime.

Nursery sessions will run from 8.30am – 11.30am (12 pupils), and 12.30pm until 3.30pm.

1. **Job context:**

The Room Lead Practitioner will be expected to direct and supervise the Nursery staff. The post holder must have a good understanding of the National Curriculum Guidance for the Foundation Stage. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff; and provide feedback to other professionals and parents, students, trainees etc.

1. **Organisation**

Governing Body

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Headteacher

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Deputy Headteacher

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Early Years Foundation Stage Lead

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Room Lead