**Nursery Room Leader**

**Job Description**

**Responsible to: Nursery Manager**

Job purpose:

To work as part of the management team to provide leadership and management to the staff in your designated room and to ensure that all children receive the highest standards of care and education

Main duties

Childcare and Education

* To deliver and ensure a high standard of learning, development and care for children aged 0-5 years which promotes learning through play.
* To manage the day to day activities to ensure the smooth running of your room to support the running of the whole nursery.
* To ensure that children’s developmental records and ensure that they reflect their individual progress and are up to date.
* To act as Key Person to a group of children.
* Support the development of good practice with regards to special needs and inclusion.
* Implement and support others in delivering, the EYFS in line with current practice and guidelines.

Planning

* Support Managers to complete half termly cohort tracking to support the development of different groups of children in your room.
* Ensure appropriate planning is in place to maintain the required standards consulting with the Nursery Assistants.

Staff

* Provide leadership and support to room staff to enable them to establish and maintain positive working relationships.
* Support and supervise playroom staff with their day-to-day duties.
* To ensure effective staff deployment in your designated room to support staff deployment across the nursery
* Ensure the effective implementation of the Key Worker procedures and allocate children to key workers appropriately.
* Be responsible for taking part in all self-development activities such as appraisals.
* In conjunction with the senior management team identify and address individual training needs of playroom staff.

Safety

* Undertake a shared responsibility for health safety and cleanliness throughout the nursery and be fully responsible for your room.
* Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.
* Adhere to all health and safety policy and procedures.
* Be fully aware of all emergency and security procedures.

Other

* To adhere to RAFA Kida policies and procedures
* Assume additional management responsibilities as and when required.
* To take on a specialist lead role in a relevant area where required and undertake any training related to that role.
* To undertake any other reasonable duties as directed.

This post requires a satisfactory, enhanced Disclosure and Barring Service (DBS) check on appointment and every three years thereafter.

**Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications & Experience** | Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent. | Food Hygiene Level 2 |
|  | Paediatric First Aid (full) |  |
|  | Previous recent experience, working in an early years setting |  |
|  | Excellent proactive team engagement and involvement | Previous experience of leading a team |
| **Knowledge** | Knowledge and understanding of the current legislations in Health and Safety, Environmental Health and Food Standards Agency |  |
|  | Knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. |  |
|  | Proven practical experience of  Implementing good quality learning opportunities. |  |
|  | Experience of planning activities to meet the needs of individual children | Experience of overseeing room planning to ensure that the needs of individual children are met |
|  | An understanding of the safeguarding legislation, GDPR in practice and the ability to translate these areas into practical processes and systems |  |
| **Skills and Abilities** | Respect all cultures of colleagues, children and families |  |
|  | Ability to engage and communicate appropriately and positively with children, parents and others | Previous experience of training others |
|  | Ability to write reports and keep clear and accurate records |  |
|  | Ability to competently use IT |  |
|  | Able to use own initiative. | Self-motivated and hands on, guiding and supporting others |
|  | Calm, caring and unflustered |  |
|  | Approachable, cheerful and engaging personality |  |