

JOB DESCRIPTION

Job Title: Room Leader Nursery
Hours: Full Time
Status: Permanent

Responsible to: Deputy Nursery Manager

Job Purpose

- To have responsibility for managing staff and children in a designated room
- To be a role model and lead practitioner for the designated age range
- Support the vision and mission statements for the Highgrove Nursery / Nursery School in line with the Queens College ethos
- To work in compliance with the EYFS, ISIS, Ofsted, Safeguarding, and Health and Safety regulations in line with the Queens College and EYFS policies and procedures and ensure that others working within the room do the same
- To work in collaboration with the Queen's Highgrove Manager to ensure the highest possible standards of education and care are implemented within the room
- To be proactive in maintaining and providing appropriate and safe resources and equipment that will support the children's welfare and development.
- Contribute to the collaborative working of the Queen's Highgrove Nursery staff team including encouraging and supporting less experienced staff and assisting with the induction of new staff
- To assist in the day to day operational and administration procedures of the Highgrove Nursery
- To plan and implement appropriate programmes of activity and high quality care and monitor other staff in the room to ensure adherence to these
- Work in partnership with parents, carers, staff and a variety of internal and external multi agency services and professionals, communicating confidently, effectively and sensitively, attending meetings about the needs of individual children when necessary
- Be an ambassador for the Nursery department within the wider community, the educational sector and with prospective families

Main Duties

- To support the aims, Christian Values and ethos of Queen's College
- To share and actively contribute to the corporate responsibility for the well-being of all the Nursery-aged children
- To be accountable to the Highgrove Nursery Manager for the operational success of the Highgrove Nursery at Queen's College
- To undertake Nursery duties and be flexible in regard to working in different rooms as and when required

- To be proactive in delivering and maintaining a Nursery environment that is safe, secure and happy, ensuring adequate supervision at all times
- Actively promote and support the safeguarding of children in Queen's Highgrove Nursery, ensuring policies and procedures are adhered to
- Participate in and contribute to effective systems of evaluation and monitoring as part of the development process of the Nursery provision, e.g. quality assurance schemes
- Undertake and accept responsibility for specific educational projects or areas of work within the setting as directed
- Lead and support staff team as part of the room leadership role, delegating responsibilities and deploying staff as necessary
- Implement daily registration procedures for children within your designated room and ensure that handovers are effectively and sensitively handled
- Effectively implement and oversee the daily routine of the room
- Be responsible for, and work with key families of children, monitoring and supporting their individual development, working in partnership with their parents
- To implement, adhere to and comply with the policies and procedures of Queen's College, the requirements as set out by Ofsted, ISI and the EYFS, the Children's Act, Safeguarding code of conduct, and all health and safety legislation
- To respect and maintain confidentiality in relation to children, families, staff and the Nursery
- Be responsible for, and work with key families of children, monitoring and supporting their individual development, working in partnership with their parents
- Contribute to the ongoing development of College and national initiatives within EYFS provision

General Responsibilities

- To be trained in, and administer first aid as necessary, keeping accurate records and informing parents appropriately
- Adhere to the required standards, ratios and conditions of registration
- To be proactive in maintaining health and safety requirements and standards
- Carry out regular and ongoing risk assessments within your designated room on the nursery provision (equipment, activities, environment and children/adults)
- To monitor and record accidents and incidents, reporting to the Queen's Highgrove Nursery manager as appropriate
- Contribute to the use of effective systems (IT and paperwork based) to monitor and develop the children's individual progress
- Make a positive contribution to the success of the Queen's Highgrove Nursery by participating in mentoring systems and staff CPD
- Support and mentor students to develop a high standard of professional practice
- Model and share good practice and work cohesively as a team
- Maintain a safe, clean, tidy, hygienic and organised room
- To ensure that all the children's physical needs as regards to sleep, warmth cleanliness, rest, toiletry needs are met and that unwell children are cared for appropriately
- To be proactive in supporting the children to develop a safe approach to risky play
- Oversee that the nutritional needs of the children in your designated room
- Participate in the supervision of children on visits, trips and offsite nursery activities
- Implement individual child 'action plans' in response children's specific needs and in conjunction with the Nursery's SENCo
- Work in partnership with Multi-agency services and professionals
- Work proactively in partnership with staff, parents and carers, communicating effectively
- Actively uphold positive values, attitudes and good behaviour

- Contribute to and participate in the running of the College's under 4's holiday provision
- Maintain a flexible working approach and undertake certain domestic duties as necessary

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2020).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: March 2022

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION

Essential Qualifications/Experience/Sills

Qualifications/Experience

- To possess a minimum NVQ Level 3/ or equivalent qualification in Early Years
- GCSE Mathematics and English
- Evidence of Ongoing Professional Development
- Desire to continue Professional Development.
- Experience of working in partnership with parents, staff and students
- Experience of working with multi agency professionals
- Experience of working in an Early Years setting with children under 3 years
- Experience of working as a key person for a group of children

Skills/Abilities

- Have an understanding of play and child development and the ability to meet the needs of individual children
- Ability to contribute to maintaining documentation that supports the EYFS curriculum and the needs of the child

- Ability to take direction from a senior member of staff
- Ability to communicate effectively and sensitively with parents and young children
- Possess a good level of oral and written English language
- Be computer literate
- Ability to be a reflective practitioner
- Awareness of potential health and safety, and hygiene risks and ability to take the appropriate action

Personal/Professional Qualities

- Approachable, cheerful and helpful disposition
- Enthusiastic and energetic
- Sense of Humour
- Patient and reliable
- Willingness to learn from more experienced staff
- Willingness to work flexibly within the role.
- Professional and presentable for role.
- Desire to provide high quality Early Years care and education.

Desirable Qualifications/Experience/Skills

- Current Paediatric First Aid Training
- Current Food hygiene Qualification
- Current Introduction to Child Protection /Level 1 training
- Forest School training
- Speech, Language and Communication NVQ Level 3
- Additional appropriate Early Years professional practice enhancement courses
- Experience of managing and mentoring a small group of staff
- Experience of room leadership within an Early Years setting
- Experience of maintaining systems and records of administration and assessment
- An understanding and empathy for the challenges and issues that some children may have or suffer from
- Ability to review and devise documentation as part of the requirements of the EYFS
- Ability to use initiative within the requirements of the role.
- Able to communicate professionally with multi agency organisations
- Able to produce accurate and clear documentation
- Proactive in maintaining a safe environment and upholding hygienic practice

