

## **The Federation of the Church Schools of Shalfleet and Freshwater & Yarmouth are committed to safeguarding and promoting the welfare of children.**

### **Nursery and Pre- School Room Leader**

**Responsible to** – EYFS Lead/Deputy Headteacher and Headteacher

The Preschool Manager is your immediate Line Manager.

#### **Main Task :**

The Room Leader will work as a key person and is responsible for providing safe, high quality education and care for pre-school children. They are expected to lead and manage room staff on a day-to-day basis and to implement the Nursery's policies.

To champion the Conscious Community and the three Federation Values of Respect, Resilience and Relationships.

Under the direction of the Preschool Manager, the Room Leader is expected to lead the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences.

They will:

Under the direction of the Preschool Manager, take responsibility for drawing up curriculum plans which consider the requirements of the Early Years Foundation Stage for the children in your care.

Ensure that room staff, volunteers (e.g. students) and resources are effectively managed.

Support the Preschool Manager in providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.

Ensure that the setting is welcoming with stimulating displays and an engaging environment.

Support the Preschool Manager to implement the key person system and be responsible for ensuring systems of observation, record keeping and report writing is completed so that children's progress and achievements are effectively and regularly assessed.

Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.

Ensure records are properly maintained, e.g. daily attendance register, accident records and daily safety checks.

Observe and record children's progress and under the direction of the Preschool Manager, produce accurate, well written Learning Journeys, within agreed timescales.

Ensure that the team under your direction also produce accurate, well written Learning Journey within agreed timescales.

Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement.

Liaise with the SENCO and other professionals as necessary

Advise the DSL (Early Years) or safeguarding officer of any concerns over a child e.g. safeguarding and complete relevant CPOMS entry

Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.

### **Specific childcare tasks**

To support and facilitate the preparation and completion of activities to suit each individual child's stage of development and interests

To ensure that meal times are a calm time of pleasant social sharing

Washing and changing children as required

Ensuring a poorly child is kept calm and warm and parents are notified immediately in order for the child to be collected

To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history

To be aware of the high profile of the nursery and ensure all staff uphold its standards at all times, both within work hours and outside.

### **Professional Standards**

Reporting to the Preschool Manager, the Room Leader will:

Attend staff meeting and in-service training courses as required.

Ensure the whole team works flexibly and takes shared responsibility so that adult : child ratios are always maintained through regular staff rotas and paid-for over-time, when needed and agreed in advance.

Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.

Keep up to date with current good practice.

Undertake any other reasonable duties as directed by the Preschool Manager or EYFS Lead/Deputy Head

### **Person Specification: Room Leader**

#### **Essential criteria:**

Qualifications NVQ level 3 or equivalent Foundation Degree or BA in Early Years

Leadership or Management qualification

Excellent understanding of the EYFS curriculum and requirements;

Management experience within the Early Years Foundation Stage, particularly with regard to running a small team.

#### **Knowledge and understanding**

A knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment;

EYFS welfare, learning and development requirements;

Planning for learning in the EYFS and the ability to lead planning;

Experience of, and commitment to, outdoor learning.

The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;

The use of ICT to effectively support the teaching and learning and to monitor children's progress;

A knowledge and understanding of the use of a range of media to teach and assess children's progress.

**Skills Ability:**

Lead a team and develop good personal relationships within the team;

Establish and develop effective relationships with parents and the community;

Communicate effectively (both orally and in writing) to staff, parents and children;

Create and lead a happy, challenging and effective learning environment;

Deal with conflict in an appropriate manner;

Be reflective and learn from past experiences;

Show resilience and an ability to work under pressure;

Promote the school and nursery's aims positively;

Demonstrate excellent IT skills.

**Personal characteristics:**

- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Efficient
- Flexible
- Patient
- Resourceful
- Determined
- A sense of humour
- To like children!

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.