



## **EARLY YEARS PRACTITIONER (LEVEL 6) – ROOM LEADER**

### **JOB DESCRIPTION**

*This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post holder and the Nursery Manager and/or Headmaster during the interim.*

#### **Directly responsible to:**

1. The Headmaster (Overall responsibility)
2. The Nursery Manager

#### **Main Purpose of Job**

- To provide high quality, inclusive care and education for the children in the Nursery, in line with the Early Years Foundation Stage Framework.
- To lead a team of staff within the Pre School room and to coordinate with the EYFS Co-ordinator to ensure a smooth transition into reception.

#### **General Duties of all Staff**

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

### **Main Duties and Responsibilities**

1. To care for and educate the children in your care.
2. To provide for the individual physical, emotional, social, intellectual and development needs of the children.
3. To provide and maintain a clean, hygienic, safe and stimulating environment.
4. To provide a range of suitable activities and experiences to meet the developmental needs of the children.
5. To work in partnership with the parents/carers of the children in your care and to encourage their involvement in the aims of the Nursery and in all aspects of their children's care.
6. To lead and develop a team of staff.
7. To work closely with the EYFS Co-ordinator with regards to the transition of Pre School children to Reception.
8. To maintain written records as required.
9. To attend relevant training as required.
10. To attend relevant meetings as required.
11. To work as a Key Person and to be responsible for a group of key children.
12. To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Nursery Manager.
13. To provide of an attractive and stimulating range of equipment, activities and displays (indoors and outdoors), relevant to the ages and needs of the children, all of which encourage independence, self-motivation and eagerness to learn.
14. To help children with feeding, changing clothes and toileting.
15. To provide comfort and warmth to a poorly child.
16. To ensure that mealtimes are a time of pleasant, social sharing.
17. To report any signs of illness, neglect or apparently non-accidental injury.
18. To ensure that each child is collected in accordance with collection procedures.
19. To record, with appropriate support and training, safeguarding information using the appropriate forms.
20. To be flexible within working practices of the Nursery. To be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of

snacks, cleansing of equipment, clearing of rubbish/recycling, cleaning/clearing of the learning areas, as necessary.

### **General Duties and Responsibilities**

1. To work within the Policies and Procedures of Little Saints Nursery
2. To work within the Health and Safety Policy and Procedures of Little Saints Nursery.
3. To work in a manner consistent with the Inclusion and Diversity Policy and Procedures of Little Saints Nursery.
4. To work in a manner consistent with the Safeguarding Children and Young People Policy and Procedures of Little Saints Nursery.
5. To undertake any other duties which may be required by the Deputy Manager, Nursery Manager or Headmaster
6. To be prepared to undertake additional training deemed suitable for the fulfilment of the role
7. To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation

Produced by Headmaster and Nursery Manager

August 2021

## **EARLY YEARS PRACTITIONER (LEVEL 6) – ROOM LEADER**

### **PERSON SPECIFICATION**

The following lists provide the Essential and Desirable Skills, Qualities, Training, Experience and Qualifications for the post of Room Leader at Little Saints Nursery at St Francis School.

#### **Essential Skills, Qualities, Training, Experience and Qualifications**

- A recognised Level 6 childcare qualification
- Experience of working in a day care environment
- Experience in leading a room
- A commitment to provide a high standard of care and education for children
- High standards of professional practice: honesty and integrity
- The ability to interact well with children and with adults; a commitment to working with children and their families, and a genuine liking for children
- An understanding of and commitment to safeguarding children
- An understanding of and commitment to inclusion and diversity
- The ability to provide warm and consistent care for children
- An understanding of child development and behaviour and the ability to set appropriate limits for children
- An understanding of the range and types of activities/experiences children need to help them progress and develop and an ability to plan, communicate and deliver these
- An understanding of: the relevant curriculum framework; the importance of working closely with parents; Health and Safety issues and how to keep children safe; the importance of confidentiality
- The ability to use initiative, and to show flexibility, reliability and enthusiasm
- The ability to work as a leader of a team and a member of a team
- Excellent communication skills, both written and oral
- A commitment to on-going professional development
- A sound level of ICT competence and use in the classroom and in administration
- The ability to keep accurate and detailed records on children's development as a key person and also to supervise the records of the rest of the team

#### **Desirable**

- Paediatric First Aid Qualification
- Evidence of recent professional development

**Compiled by the Nursery Manager**

**August 2021**