

JOB DESCRIPTION	DOVEDALE NURSERY CIC
JOB TITLE:	Room Leader (Out of school)
RESPONSIBLE TO:	Nursery Manager
RESPONSIBLE FOR:	No subordinate staff
PURPOSE OF JOB:	To be responsible for the smooth running of a specified playroom

MAIN TASKS AND RESPONSIBILITIES:

- 1. Nursery Duties**
- 2. General Responsibilities**

**1. Nursery Duties**

- 1.1 Co-ordinate the delivery of a high quality curriculum in line with the EYFS
- 1.2 Provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities, meeting their needs and promoting their welfare.
- 1.3 Oversee the completion of age appropriate individual learning journeys for all children within the room, supporting the practitioners in their record keeping.
- 1.4 Role models and encourages desirable behaviour dealing with any issues in a positive way in consultation with the named Behaviour Coordinator
- 1.5 Ensures the security of the room and the safeguarding of children
- 1.6 Promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill or hurt.
- 1.7 Carries out basic First Aid treatment as required.
- 1.8 To attend all staff meetings and external and training and updating as requested by the nursery
- 1.9 To help keep toys and equipment in good condition
- 1.10 Ensure children are collected and taken to school safely and in line with safe staff to child ratios.

## **2. General Responsibilities**

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
  - 2.2 Complies with all College policies, practices and procedures.
  - 2.3 Takes responsibility for safeguarding and promoting the welfare of children.
  - 2.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
  - 2.5 Participates in and promotes the Staff Development and Appraisal schemes.
  - 2.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

# PERSON SPECIFICATION

**JOB TITLE:** Room Leader (Out of school)

**DEPARTMENT:** Nursery

## **Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

<b>Criteria</b>	<b>Essential</b> √	<b>Desirable</b> √
<b>Skills and Abilities</b>		
1. Able to supervise staff in maintaining keyworker scheme records on child development for the EYFS.	√	
2. Sound knowledge of Safeguarding and Child Protection Procedure.	√	
3. A good understanding of early years Foundation stage framework.	√	
4. Able to effectively manage time and prioritise work to achieve deadlines.	√	
<b>Experience</b>		
1. A minimum of two years post qualified experience in a group setting with children aged 0 - 8 years.	√	
2. Effective team working	√	
<b>Education / Qualification</b>		
1. Level 3/4 Qualification in Early Years	√	
2. First Aid		√
3. Hold a level 2 qualification in Maths and English.	√	
<b>Other</b>		
1. To be able to foster effective	√	

partnership working with parents and external agencies.		
2. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children.	√	