



SEDBERGH
SCHOOL
FOUNDED 1525



The Mulberry Bush
CASTERTON

PRIVATE DAY NURSERY 6 MONTHS - 4 YEARS

**SEDBERGH SCHOOL AND
CASTERTON (SEDBERGH PREP SCHOOL)**

JOB DESCRIPTION

GROUP/ROOM LEADER

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- **Protect Children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and

Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

Organisation

The Headmaster, Mr A A P Fleck BSc, MA, acts as the "Chief Executive" of both Schools and is supported by a number of senior managers. The Bursar, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff.

The Bursar has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial training arm of the School, Sedbergh School Developments Limited.

The Mulberry Bush is located at the Prep School site at Casterton. Mr Will Newman is the Headmaster of the Prep School and The Mulberry Bush. The Mulberry Bush is managed by Mrs Claire Robinson.

Key Responsibilities

Work in partnership with the Nursery Management Team in the daily running of the Nursery by taking responsibility for an allocated age group of children and their associated resources and paperwork including;

- To take responsibility for areas within the indoor and outdoor environments.
- To carryout and complete paperwork for all required planning, observations and assessments for the children. Gather observational data from your team and link this data to your weekly/activity plans, helping to ensure that the needs of all children are met and the child is given every opportunity to development.
- To ensure all records are maintained including registers, daily records and the recording of accidents and medications during the day.
- To ensure that parental information is communicated effectively at the start and end of each session, to regularly communicate and work in partnership with Parents/guardians.
- To supervise and support other team members working with your allocated age group.
- To ensure all the Nursery Policies, including Keeping Children Safe in Education, Equal Opportunities, Data Protection and Confidentiality, are maintained.

To ensure that Every Child Matters and the themes of the Early Years Foundation Stage are reflected in your area of responsibility and that it is consistently within your own practice and that of the Nursery Practitioners. You must promote and support others, to embed within their practice, the seven areas of learning and development:

- Physical development
- Language and communication
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Key Accountabilities

Childcare

To fully support the Nursery Management team in the day to day running of the Nursery by promoting a safe, healthy, stimulating, child-centred environment both indoor and outdoor.

- To have responsibility for the day to day supervision of a team of Nursery Practitioners, a specific age group of children and their appropriate resources and activities.
- To allocate each child a key worker and ensure that the key worker fulfils this role appropriately.
- To provide support to colleagues to ensure all children are being provided a range of stimulating learning opportunities at the appropriate level to enable them to achieve their full potential within the Early Years Foundations Stage and beyond.
- To support colleagues in completing observations and assessments on children within your care and area of responsibility.
- To act as a Named Co-ordinator relevant to your skills or training as designated by the Nursery Manager or Deputy and support other colleagues in this area.
- To be allocated named children for you to act as their Key Worker. Overseeing for each child their care records, these will include daily record sheets, learning journals, observations, key assessments, and reporting and communicating this information to parents.
- To ensure your key children are being provided a range of learning opportunities at the appropriate level to enable them to achieve within the Early Years Foundation Stage and beyond.
- To provide a happy, secure and stimulating environment that ensures every child has the opportunity to flourish, celebrating all achievements of the child, by showcasing and displaying children's work in an attractive way.
- To complete quality observations and assessments on your key children or within your care. Report back these findings to your group with ideas for future planning to support development of the individual child.
- To report any concerns about any children to the SENCO.
- To promote inclusion of children with special educational and additional needs.

- To offer all children equal opportunities with regard to their gender, disabilities, religious persuasion, racial origins, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed. To ensure that children are given awareness of other cultural beliefs and differences.
- To ensure that appropriate paperwork is completed in a timely manner.
- To ensure that care routines in accordance with parents/guardians wishes are adhered to for their child.
- To ensure that you and your team offer a good and regular opportunity for parents/guardians to communicate with the key worker or other nursery colleagues.
- To ensure the correct procedures are followed to identify any adult entering the premises.
- To ensure that every child is collected by someone known to the nursery and if not follow the correct procedure to ensure the safety of the children.

Professional and Organisational

- To foster a healthy team spirit by supporting the Management team in supervising Nursery Practitioners, Assistants and Students by carrying out supervisory meetings where appropriate under the guidance of the Manager or Deputy Manager.
- To liaise with the Nursery management team in organising relevant staffing, effective mentoring of junior colleagues, effective delegation and communication and promoting positive attitudes regarding The Mulberry Bush.
- To supervise colleagues and students, to support the professional development of colleagues and to lead by example and be a good role model for Nursery Practitioners, Assistants and Students.
- Report any safeguarding concerns (children or colleagues) to management.
- To assist the Nursery Management team in promoting teamwork and a high morale among colleagues.
- To assist with colleagues inductions and help new colleagues to settle into the nursery.
- To adopt a professional approach in all aspects of this role, including actively using and adhering too and promoting Nursery Policies and Procedures.
- To co-ordinate the supervision and delegation of duties to colleagues within your group and team.
- To ensure that all the staff child ratios are correct at all times and to organise appropriate cover when necessary.
- To ensure that development records are prepared and made available to parents/guardians. To be available to answer any queries or concerns.
- To attend and contribute to regular Nursery meetings, including whole nursery meetings and team meetings, during and outside of your normal working hours.
- To assist the Nursery management team in organising and supporting Nursery Events held outside of your normal working hours.
- To attend Parent's Evenings and Nursery Events, outside of nursery working hours.
- To be punctual and ready to start work at the allocated time.
- To adhere to the dress code of the Nursery.

- To monitor and maintain the day-to-day hygiene of the rooms. Undertake regular housekeeping audits and report them back to the Nursery management.
- To supervise meals and mealtimes and where appropriate, prepare babies' feeds. You may be required on occasion to prepare the children's meals and snacks.
- To ensure the manners and behaviour of all children and colleagues, including yourself do not have an unwanted effect on the general health, safety, and welfare of people attending The Mulberry Bush.
- To look upon the Nursery where can your help be most utilised; be constantly aware of the needs of the children.
- To undertake regular CPD (continuing professional development) training appropriate to furthering your own potential, develop and undergo training required by the management team which will meet the needs and requirements of the Nursery.
- To ensure that all resources within your room of responsibility are replenished clean and tidy at the end of every day and ready for the following day.
- To ensure that the correct assessment and paperwork has been carried out and completed for all new starters. Also that the developmental checks and tracking for the children's progress are carried out at the required time.
- Any other duties appropriate to the post as directed by the Management team.

Health & Safety

The Group/Room Leader must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Reporting

The Group/Room Leader will report directly to the Deputy Manager. Ultimately, the Nursery Director will be the incumbent's line manager.

Required qualifications:

- Current Level 3 Childcare qualification.
- English and Maths GCSE Grades C or above

In addition to:

- Substantial Experience of working with under 5 years of age
- A thorough understanding and knowledge of the Early Years Foundation Stage and Every Child Matters
- A personal/subject specialism

Desirable qualifications:

- Paediatric First Aid
- Basic Food Hygiene
- Safeguarding Children training
- Equal Opportunity Training
- Manual Handling Training
- Special and Additional Needs Training
- Foundation Degree relevant to industry
- BA (Hons) Degree relevant to industry
- EYPS / QTS

Personal Qualities:

- Enthusiasm for working with young children,
- Professional manner and ability to maintain confidentiality,
- Good communication skills,
- Good Organisational Skills
- Ability to work within a team, but also under own direction.
- Ability to supervise and support a small team