ROOM LEADER
(THE MULBERRY BUSH, CASTERTON)
JOB DESCRIPTION

Job Title: Room Leader

Responsible to: Nursery Manager

Key Duties and Responsibilities

The Room Leader will 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 (either for the Toddler Room (2-3 years) or Baby Room (0-2 years) and their associated resources and paperwork. Key responsibilities will include:

- Taking responsibility for areas within the indoor and outdoor environments;
- Carrying out and completing paperwork for all required planning, observations and assessments for the children. Gathering observational data from your team and linking 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 develop;
- Ensuring all records are maintained including registers, daily records and the recording of accidents and medications during the day;
- Ensuring that parental information is communicated effectively at the start and end of each session, regularly communicating and working in partnership with parents/guardians;
- Supervising and supporting other team members working with your allocated age group;
- Ensuring all Nursery Policies, including Keeping Children Safe in Education, Equal Opportunities, Data Protection and Confidentiality are maintained.

The Room Leader will also ensure that Every Child Matters and the themes of the Early Years Foundation Stage are reflected in their area of responsibility, and that it is consistently within their own practice and that of the Nursery Practitioners. The successful candidate will 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 that all children are being provided with 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 each child's 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 those within your care. To 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 the 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, to 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;
- To 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, and 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, including undertaking 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.

Health & Safety

The 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 Room Leader will report directly to the Nursery Manager.

Safeguarding Responsibilities

Sedbergh School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will be expected to support this approach in the context of their role and to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times.

If in the course of carrying out their duties, they become aware of any actual or potential risk to the safety or welfare of children in the School the role holder must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

All staff within Sedbergh School must demonstrate the willingness to participate in safeguarding training appropriate to the level of responsibilities of their role.

School Ethos & Values

All members of staff in Sedbergh School must ensure that their work, communication and approach conform to the ethos, values and style of the School. Everyone must keep up to date, and comply with the Sedbergh School's Rules, Policies and procedures at all times.

Casterton Sedbergh Prep School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

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