

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate:
Post Reference:	Location: Caversham Nursery School
Job Title: Room Leader	Grade/Salary Range: RG4 11-17

JOB PURPOSE

- To participate in the daily supervision of the room in accordance with the requirements of the Childcare Act 2006 other relevant legislation, the setting procedures and OFSTED requirements.
- To manage the planning and delivery of EYFS to all children within your room ensuring all focus planning and observations are completed appropriately and in a timely manner
- To take responsibility for the safety, security and well-being of all children within the room.
- Ensure all Policies and Procedures are adhered to in the provision at all times.
- To continue professional development through training opportunities offered and self development.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Executive Head Teacher
|
Head of School
|
Nursery Manager
|
Room Leader

MAIN DUTIES AND RESPONSIBILITIES

OPERATIONAL

- To be responsible for the day-to-day management of the room and to model and encourage outstanding practice at all times.
- To be responsible for the regular support of staff within the room including identifying any career development or training needs.
- To communicate clearly with parents/carers, encouraging them to participate in their child's progress and development.
- To follow the guidelines of the EYFS and implement it effectively
- Be responsible for creating a stimulating and attractive environment.
- To observe each child's progress and report on achievements, looking for progression and continuity.
- To co ordinate and be part of the "key person" system.

- To monitor the children with SEN/behavioural needs liaising with the deputy Day-care manager/ Inclusion manager
- In the absence of the Executive Head, Nursery Manager or Deputy Day-care Manager, to assist with the overall management of the setting; including liaising with all external agencies.
- Together with the Manager, ensure that all required standards, ratios and conditions of registration are maintained at all times within the room.
- To help with the organisation of and attend parents meetings and open days as required.
- Monitor stock levels of materials and consumables and follow appropriate procedures for ordering stock.

PERSONNEL

- To ensure that the room is appropriately staffed at all times.
- To take an active role in the recruitment, training, motivation and development of staff within the room, taking account the policies and procedures of The REYS federation and all statutory requirements to ensure that staff fulfil the provisions of their job descriptions.
- To participate in the organisation of and attend regular staff meetings and appropriate training sessions, which ensure staff, are, kept up-to-date with the latest thinking in relation to early years provision and OFSTED requirements.
- To ensure all trainees within the room receive appropriate mentoring and training in accordance with their individual training needs.

HEALTH AND SAFETY

- To ensure that the highest standards of safety, security, hygiene and cleanliness are maintained at all times across the provision, and in particular, within your own room.
- In the absence of the Executive Head, Nursery Manager or Deputy Day care Manager, ensure that all security and safety systems are always fully operational and used properly by all staff.

GENERAL

- To adhere to all Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.
- To ensure the REYS Federation Equal Opportunities Policy is adhered to at all times.
- This list of duties and responsibilities should not be considered as exhaustive as other duties may be required to be undertaken by your line manager providing they are appropriate to the scale within which you are being paid.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- No direct budgetary requirements within this role.
- Monitoring resources will be part of the role.
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SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? Enhanced

Does the post require a Protection of Vulnerable Adults (POVA) No

Does the post require a Protection of Children Act (POCA) check? Yes

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? – Please specify

Is this post 'politically restricted'? No

What Level H&S Responsibilities are applicable to this post? Level 2

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Caversham Nursery School
Job Title: Room Leader	Post Reference No:

Qualifications/Education/Training:

1. NNEB or NVQ3 or equivalent
2. Up to date Paediatric First Aid qualification or a willingness to train.
3. Hold a basic food hygiene qualification.
4. Enhanced CRB disclosure

Experience:

1. Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies. .
2. Experience of working with children under three years.
3. Experience of implementation of EYFS including planning, delivery and monitoring progress of children
4. Experience of planning by following children's interests

Skills and Abilities:

1. Excellent interpersonal skills.
2. Excellent time management.
3. Aware of and interested in current childcare and education developments and of statutory regulations/guidelines affecting childcare and education
4. To ensure compliance and with best possible standards and provide stimulating environment for children and to provide a non-stereotypical environment.
5. Able to supervise, motivate and reprimand the staff team.
6. Able to form good relationships with parents, children and outside agencies.
7. Able to communicate with organisations relating to childcare as appropriate, representing The REYS federation
8. A range of office administration skills to include: IT using Microsoft Office 2000 package, record keeping and cash handling skills
9. Able to maintain personnel, user and childcare records in accordance with the data protection act.
10. Demonstrate knowledge of creating a balanced curriculum and a strong awareness of child development linked to EYFS and following children's interests.
11. An understanding of procedures relating to personnel including disciplinary procedures.
12. Have experience of dealing with difficult issues in a sensitive way.
13. An understanding of the management of an admissions and occupancy list.

Specific Working Requirements:

1. Handling and lifting is a requirement of the post, training will be supplied.
2. It is expected that the job holder will, on occasions, be required to work hours in excess of a normal week and attend staff meetings outside of nursery hours.