

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No: SRL 24	Location: New Bridge Nursery School
Job Title: Room Leader	Grade/Salary Range: RG4 – 11-17 (below gateway)

JOB PURPOSE

- To lead a team of staff in the Nursery School.
- To care for a group of children with SEND within the resource.
- Responsible for the planning and implementation of the care routine and ensuring the children receive a balanced and extensive curriculum.
- To take a lead with planning and delivery which supports good progress for children within the setting.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to: The Inclusion Manager

MAIN DUTIES AND RESPONSIBILITIES

To promote the health, safety and welfare of the children in the nursery at all times and to be a key worker for a number of identified children in the nursery. For these children, the post has the following core duties:

- To guide other members of the team to ensure that children are cared for appropriately and paperwork is up to date etc.
- Leading, planning and resourcing of activities to meet the needs of children and evaluating their effectiveness.
- Undertaking formal assessments of children's development needs and to moderate across the team and externally ensuring accuracy.
- To understand and follow the curriculum to cover the Early Years Foundation Stage
- Assisting with the arrangements for child/parent inductions and visits.
- Ensuring the children's daily routine is followed.
- Supporting staff with the completion and maintenance of Tapestry. Ensuring these are completed appropriately and in a timely fashion.
- Greeting and communication with the children's parent/carers on a daily basis.
- Supporting staff with the use of CPOMS, Progress grids/moderation.
- To liaise with professionals and the Nursery Inclusion Manager and coordinator regarding children's development and to ensure the needs of children are met.
- To write and update ISPs within the agreed review time and provide information for EHCP's as needed.
- To lead and support key person in completing social behaviour questionnaires

Safeguarding

- To attend Universal Safeguarding training and refresher training.
- To know where to find Children's Single Point of Access contact details and know they can make a referral or contact for advice.
- To be able to report information on CPOMS.
- To assist DSL/DDSL's in completing reports for meetings as required.
- To adhere to the Safeguarding policy and Keeping Children Safe in Education appendix at all

times, to know who the DSL and DDSL's (Designated Safeguarding Lead / Deputy Designated Safeguarding Lead) are and know how to report concerns.

- To be responsible for reading the Safeguarding Policy each year together with any updates or further information as and when distributed.

Other duties

- To have an understanding of and follow all relevant OFSTED and nursery policies and procedures in operation.
- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- Organise and establish a safe, secure and suitable environment for a range of activities, which promote children's development.
- To care for, maintain and clean the nursery environment and play equipment, ensuring communal area such as toilets and the garden. This is a shared responsibility with all staff.
- To assist with the meeting of all children's hygiene requirements.
- To attend training courses as required and keep abreast of current childcare practices and other relevant areas, i.e. Health and Safety, Safeguarding children etc.
- To work with NVQ trainees, apprentices, students, casual staff and others including outside professionals.
- To participate in team staff meetings to discuss all relevant issues and matters with regards to working in the nursery.
- To assist with the preparations for Parents meetings and to attend these events to discuss the development of the children along with any other issues or concerns.
- Handle effectively more difficult discussions with Parents/Carers.
- To positively encourage and support children in celebrating festivals and activities from their own and other cultures.
- Monitor and take action to ensure all elements of early years practice are adhered to (including protecting children's equality of access, inclusion, participation and well-being).
- Taking own responsibility for ensuring own knowledge is up to date and relevant.
- Representing the nursery at various meetings when required.
- To deliver training both within the REYs federation and wider community
- To undertake any other duties instructed by the Executive Head teacher.

SCOPE OF JOB (Budgetary/Resource control, Impact)

N/A

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

N/A

Reading Borough Council	Department/Directorate:
Job Title: Team Leader	Post Reference No: SRL 24

Qualifications/Education/Training:

- NNEB, DCE or NVQ level 3
- SENDCO accreditation, or equivalent skills and knowledge gained through experience
- Current first aid certificate or willing to undergo training within a month of being appointed.
- Basic food hygiene certificate or willing to undergo training within a month of being appointed.
- Level 1 Health and Safety training or willing to undergo training
- Manual handling and lifting
- Safeguarding children training

Experience:

- Reasonable experience of working with two, three- and four-year olds.
- 3 years' experience of a SEND role
- Experience in delivering training to a team

Skills and Abilities:

- To have a working knowledge of supervising staff within a room setting.
- To be responsible and competent in dealing with management issues such as parent and staff queries and concerns, sensitive matters including Safeguarding Children and supporting families.
- To be able to demonstrate a good understanding of child development.
- To have knowledge of current legislation in relation to childcare.
- To be able to work with children and colleagues from a range of cultural backgrounds.
- To be able to plan activities to ensure children learn through their play.
- To have a clear understanding of the Early Years Foundation Stage
- To be able to set and tidy away the toys and resources within the nursery.
- To have good communication skills both written and oral.
- To be willing to undertake training as and when required
- To have good administrative skills.
- To be physically fit enough to support the children as needed
- To have an understanding of current Health and Safety legislation.
- To have experience of being a key worker for children.
- To take a lead with planning and delivery which supports good progress for children within the setting.

Specific Working Requirements: