



Hazelwood School
Nursery and Early Years

ROOM LEADER

JOB DESCRIPTION

Job title: Room Leader

Responsible to: Assistant Head (Early Years) & Nursery Manager (or Deputy in her absence). The Nursery Manager is your immediate Line Manager.

Purpose of the job: Hazelwood is proud of its academic successes and strong pastoral care with 600+ pupils across its two sites, the school is enjoying a period of sustained growth with high demand for places. The Room Leader will work as a key person and is responsible for providing safe, high quality education and care for pre-school children. They are expected to lead and manage room staff on a day-to-day basis and to implement the Nursery's policies.

Detailed Responsibilities and Duties

1. Academic and pastoral care

The Room Leader is expected to lead the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences. They will:

- a) Under the direction of the Assistant Head (Early Years) and Nursery Manager, take responsibility for drawing up curriculum plans which take into account the requirements of the Early Years Foundation Stage for the children in your care.
- b) Ensure that room staff, volunteers (e.g. students) and resources are effectively managed.
- c) Be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.
- d) Manage the key person system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed.
- e) Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- f) Ensure records are properly maintained, e.g. daily attendance register, accident records and daily safety checks.
- g) Observe and record children's progress and under the direction of the Assistant Head (Early Years), produce accurate, well written Learning Journeys, within agreed timescales.
- h) Ensure that the team under your direction also produce accurate, well written Learning Journey within agreed timescales.

- i) Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement.
- j) Liaise with the SENCO and other professionals as necessary
- k) Advise the DSL (Early Years) or safeguarding officer of any concerns over a child eg safeguarding.
- l) Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.

2. Professional Standards

Reporting to the Nursery Manager and Deputy Nursery Manager, the Room Leader will:

- a) Attend staff meeting and in-service training courses as required.
- b) Ensure the whole team works flexibly and takes shared responsibility so that adult:child ratios are always maintained through regular staff rotas and paid-for over-time, when needed and agreed in advance.
- c) Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- d) Keep up to date with current good practice.
- e) Undertake any other reasonable duties as directed by the Manager, Deputy Manager or Assistant Head (Early Years).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Person Specification: Room Leader

	Essential	Desirable
Qualifications	NVQ level 3 or equivalent	Foundation Degree or BA in Early Years Leadership or Management qualification
Experience	<p>Excellent understanding of the EYFS curriculum and requirements;</p> <p>Management experience within the Early Years Foundation Stage, particularly with regard to running a small team.</p>	Experience of, and commitment to, outdoor learning.
Knowledge and understanding	<p>A knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment;</p> <p>EYFS welfare, learning and development requirements;</p> <p>Planning for learning in the EYFS and the ability to lead planning;</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;</p> <p>The use of ICT to effectively support the teaching and learning and to monitor children's progress;</p>	A knowledge and understanding of the use of a range of media to teach and assess children's progress.
Skills	<p>Ability to:</p> <p>Lead a team and develop good personal relationships within the team;</p> <p>Establish and develop effective relationships with parents and the community;</p> <p>Communicate effectively (both orally and in writing) to staff, parents and children;</p> <p>Create and lead a happy, challenging and effective learning environment; Deal with conflict in an appropriate manner;</p> <p>Be reflective and learn from past experiences;</p>	

	<p>Show resilience and an ability to work under pressure;</p> <p>Promote the school and nursery's aims positively;</p> <p>Demonstrate excellent IT skills.</p>	
Personal characteristics	<p>Approachable Committed Empathetic Enthusiastic Organised Efficient Flexible Patient Resourceful Determined A sense of humour</p> <p>To like children!</p>	