



**Hazelwood School**  
Nursery and Early Years

**PRE-SCHOOL ROOM LEADER JOB DESCRIPTION**

*Job title:* Room Leader

*Responsible to:* Assistant Head (*Early Years*) & Nursery Manager

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 is responsible for providing safe, high quality education and care for pre-school children; expected to lead and manage room staff on a day-to-day basis; 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) 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) Ensure all room staff follow policies and procedures.
- d) Be responsible for providing high quality care and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.
- e) 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.
- f) Ensure all records are properly maintained, including but not exclusively: daily attendance register, accident records, staffing ratios, risk assessments, learning journals and assessment grids.
- g) Observe and record children's progress and 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 as necessary with the Special Educational Needs Co-ordinator (SENCO) and DSL (Early Years or Safeguarding Officer) to ensure all children's needs are met.
- k) Take an active role in promoting the BOX learning and reaching philosophy with the pre-school.

- l) Actively promote, encourage and engage with outdoor play and learning within the pre-school.
- m) 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 Assistant Head (Nursery and Early Years), 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 or Assistant Head (Early Years).
- f) Ensure that they appear smart, professional and in the correct uniform (details of which will be provided at induction).

**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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ level 3 or equivalent	Foundation Degree or BA in Early Years Leadership or Management qualification.  Forest School trained.
<b>Experience</b>	Excellent understanding of the EYFS curriculum and requirements;  Management experience within the Early Years Foundation Stage, particularly with regard to running a small team;  Experience of, and commitment to, outdoor learning.	
<b>Knowledge and understanding</b>	A knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment;  Understanding of EYFS welfare, learning and development requirements;  Planning for learning in the EYFS and the ability to lead planning;  The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;  The positive links necessary within the Nursery and with all its stakeholders;  The use of ICT to effectively support the teaching and learning and to monitor children's progress;	A knowledge and understanding of the use of a range of media to teach and assess children's progress.
<b>Skills</b>	Ability to:  Promote the school and nursery's aims positively;  Lead a team and develop good personal relationships within the team;	

	<p>Establish and develop effective relationships with parents, governors 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;</p> <p>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>Demonstrate excellent IT skills.</p>	
<p><b>Personal characteristics</b></p>	<p>Approachable          Committed          Empathetic          Enthusiastic          Organised          Efficient          Flexible          Patient          Resourceful          Determined          A sense of humour</p> <p><b>To like children!</b></p>	