Nursery Room Leader

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Description of Role and Responsibilities

SAFEGUARDING STATEMENT

“ We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment ".

(Lewis Wood, Proprietor)
Role Description – Room Leader

Location: The Wishing Tree Nursery, 14 Carden Avenue, Brighton, East Sussex, BN1 8NA.

Accountable to: Nursery Managers

Purpose of the Role

The role of the Room Leader is to ensure all children attending The Wishing Tree receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. In addition to childcare duties, the Room Leader is responsible for the day to day management of the playroom in terms of ensuring the nursery’s operational objectives are met. The Room Leader will be responsible for staff working within that room, in accordance with the requirements of the Children’s Act 2004, local authority and OFSTED requirements and nursery Policies and Procedures. The nursery will ensure that you are given appropriate guidance and on-going instruction and training to be able to fulfil this role.

Profile of Ideal Candidate

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Criteria</th>
<th>Desirability</th>
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<tbody>
<tr>
<td>Education and Training</td>
<td>Educated to GCSE level with passes in four or more subjects two of which are English and Maths.</td>
<td>Desirable</td>
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<td></td>
<td>Childcare qualified to Level 3 / 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE).</td>
<td>Essential</td>
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<td>Participation in a quality control programme such as QuLT.</td>
<td>Desirable</td>
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<td>Training in the Early Years Foundation Stage.</td>
<td>Essential</td>
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<td></td>
<td>Training in child protection and safeguarding children.</td>
<td>Essential</td>
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<td>Training in behaviour management.</td>
<td>Essential</td>
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<td>A recent paediatric First Aid certificate.</td>
<td>Essential</td>
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<td>Fluency in written and spoken English and an ability to write reports as directed by the manager.</td>
<td>Essential</td>
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<tr>
<td>Relevant Experience</td>
<td>A minimum of two years post qualifying experience with preferably at least one year in a senior position or in a role that has some exposure to senior responsibilities</td>
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<td>Experience of working with children 0-5 years.</td>
<td>Essential</td>
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<td>Experience of working in a high quality setting, e.g. Ofsted “outstanding”.</td>
<td>Desirable</td>
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<td>A working knowledge of the key person role.</td>
<td>Essential</td>
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<td>General and Special Knowledge</td>
<td>An understanding of children’s development and their needs</td>
<td>Essential</td>
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<td>An awareness of Equal Opportunities issues</td>
<td>Essential</td>
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<td>An awareness of Health, Hygiene and Safety in the workplace</td>
<td>Essential</td>
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<td>An awareness of special needs and requirements</td>
<td>Desirable</td>
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<td>A willingness to self-improve and develop childcare skills. Training will be provided in the form of on-going refresher courses, in house training (we have our own assessor), e-learning courses, sponsorship of EY Diplomas (level 3 ) as well as foundation courses (Levels 4,5) and Early Years Professional (Level 6,7).</td>
<td>Essential</td>
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<td>An appreciation of customer care skills when dealing with parents</td>
<td>Essential</td>
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<td>Skills and Abilities</td>
<td>Exposure to management skills such as staff mentoring and guidance, meeting deadlines, efficiently organised.</td>
<td>Essential</td>
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<td>The ability to form and maintain appropriate relationships and personal boundaries with children</td>
<td>Essential</td>
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<td>To ensure that high quality childcare is provided at all times by nursery employees, ensuring the safety, security and well-being of all children registered with the nursery.</td>
<td>Essential</td>
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<td>To promote an effective team environment and to promote best practice. To promote continual personal development and learning amongst employees.</td>
<td>Essential</td>
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<td>An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up resources.</td>
<td>Essential</td>
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<td>Emotional resilience in working with challenging behaviours</td>
<td>Essential</td>
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Role Description – Room Leader

- A positive attitude to use of authority and maintaining discipline
- Able to communicate effectively with adults and children
- Good organisational skills
- A willingness to learn and abide by the nursery policies and procedures
- Able to work under pressure
- Able to demonstrate reliability and initiative
- A professional attitude and manner
- Being comfortable with writing reports, observations and daily feedback sheets.
- An enthusiastic approach to work
- Flexibility to cope with the changing needs of the nursery.
- The ability to work as part of a team, developing positive relationships with parents, children and outside agencies.
- A willingness to adhere to the nursery code of conduct

Essential

Acknowledging and Observing Our Values

- Be a role model for your colleagues.
- Be trustworthy and honest to reflect the values of the nursery.
- Reflect on your practice and look for ways to improve.
- Be proud of the fact that we are an OFSTED “outstanding” nursery.
- Act with integrity and trust.
- Have respect for each other.
- Everyone matters regardless of gender, race, culture, age, capability, orientation or religion.
- Parents and carers are our partners in the outcomes for their children.
- Be safety conscious at all times.
- Don’t procrastinate, deal with important issues straight away.
- Consult colleagues and management.
- Have a positive attitude towards others and your work.
- Keep your sense of humour even when times are difficult.
- Think about what you are saying and the consequences to others.
- Treat others how you would like to be treated yourself.
- Be sensitive about what you say in front of the children.
- Always remember you are part of a team.
- Make time to acknowledge and greet colleagues.
- Be considerate to other staff.
- Be respectful of other’s property. Always ask before borrowing items from other rooms and don’t forget to return what you have borrowed.
- There’s always time to chat to colleagues but remember to put the needs of the children first.
- Be imaginative and proactive in the garden when setting out activities for the children.

Essential

Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

Personal and Leadership Responsibilities

- Overall to manage the room by example to others and thereby promote respect for the role. Your staff will learn and perform by how you perform your own role on a day to day basis.
- Ensure you are familiar with all key policies and procedures and that your staff are kept up to date.
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to. In relation to sickness and absence ensure you have adequate cover, that everyone is informed and bank staff arranged.
To ensure that when leaving the room for other activities or purposes, including management assigned tasks, that staff are aware of where you are going and the duration. When leaving the room to ensure that it will not compromise the existing staff or impose undue pressure on their abilities to perform the childcare.

To ensure that supervisions are carried out on a regular basis to assist staff with their development.

To ensure that conversations or actions that take place amongst your staff that could be relevant to disciplinary action needing to be taken by the nursery or incidents that are significant (positive and negative), are recorded and kept confidential and secure.

To ensure that the appropriate recognition is given to staff who perform well or carry out their duties over and above what is expected.

Carry out on-the-job training and coaching for employees.

Provide induction training and monitor the progress of new employees during the probation period.

Actively encourage the continual development of best practice.

Proactively contribute to effective team working and foster open and honest communication amongst all employees within the business.

Commit to on-going personal learning and development and attend on and off-the-job training as appropriate.

Work in partnership with early years professionals, for example Health Visitors and SEN services.

Within reason to comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away. This includes requests from the nursery to work long days (9 hours) from time to time.

To attend senior staff meetings, normally outside hours, to be held on a regular basis throughout the year, normally no more than 6 per annum.

To ensure your staff adhere to the nursery policies regarding personal health, hygiene, dress code, punctuality, sickness and absence, tattoos, piercings and general grooming.

To ensure staff issues and complaints are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.

Manage room meetings and ensure minutes are taken and copies given to management.

Ensuring staff profiles in your rooms are up to date and relevant.

Ensuring staff training and induction is maintained.

Attending and taking part in staff meetings.

Ensuring all room jobs are performed in line with the demands for the beginning and end of the day.

**Childcare and Curriculum Responsibilities**

- To deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
- Observe each child’s progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage.
- Ensure your own key children scrapbook / profiles and those of your staff are up to date and maintained at the required quality level. Check scrapbooks / profiles at least monthly.
- Ensure you have a clear understanding of the settling of new children into your room as well as the transfer of children from your room to others in the nursery, or those going to school.
- Ensure that all employees provide high quality childcare at all times.
- Ensure that employees attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you have a completed and up to date care plan for each child in your room.
- Ensure that all employees maintain an attractive, stimulating and reassuring environment for children inside and outside.
- Action and monitor all child protection issues and accidents to ensure that any remedial action is taken immediately.
- Maintain accurate records for all children including attendance registers.
- Understand and participate in the key person system.
- Arranging settles of new children and children transferring from room to room. Welcome new parents into the nursery.
- Deal with accidents and incidents and inform parents.
- Keep records and acknowledge children’s birthdays. Keep copies of birth certificates.
• Ensure children have adequate access to the garden and outside trips.
• Milk kitchen duties and procedures.
• Accepting medicine into the nursery.

Parent and Carer Responsibilities

• Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery.
• Assist and attend regular parents meetings and open days.
• Ensure parents are familiar with the security and procedures surrounding drop off and collection.
• Provide feedback and daily reports to parents about their child’s day at the nursery.
• Inform parents when their child is sick or not their normal self.
• Ensure you know what is going on at home that may have an effect on the child’s behaviour or mood when they are at nursery.
• Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child.
• Inform management if in doubt.
• Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.
• Ensure parents have access to a copy of the handbook.
• Keep the office informed of child absences or holidays. Ask parents about any likely absences.
• Ensure the parent and carer signs the register when dropping off or collecting their child.

Room and Premises Responsibilities

• To ensure that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency.
• To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our on-going objective.
• To ensure that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate.
• To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an on-going resource plan.
• To clean obvious marks or spillages (doors, floors, walls etc.) as soon as they happen, within reason. To ensure the office is aware of cleaning that needs to be performed by the nursery provider and taking into account the cleaning that the nursery has assigned to an external contractor. Details on the cleaning chart.
• To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
• To ensure you have a display outside of your room that shows the members of your team.
• To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children’s clothes and shoes, resources, cups, plates, utensils, food, drink etc.
• To ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity.
• Room and garden risk assessments are carried out as required.
• Displays changed regularly and in line with themes and seasons.
• Ensure everything in the room that needs to be is appropriately labelled.
• Ensure that appropriate signage is displayed correctly e.g. fire evacuation.
• Answer the phone or entryphone system as appropriate.

Health and Safety Responsibilities

• Help Maintain the safety and security of all children, employees and visitors to the Nursery
• Understand and abide by the Health and Safety at Work Act 1974.
• Help carry out regular assessments to ensure all Nursery Health and Safety procedures are adhered to.
• Ensure the cleanliness of the children at all times.
• Ensure Accident and Incident books are maintained correctly.
• Ensure child registers are kept correctly.
Paperwork

This is a summary of the most popular paperwork which relates to the activities detailed above. Much of this paperwork is statutory and regulated by Ofsted, so is an essential part of what we are required to do. Please ensure paperwork is up to date, neat and tidy, correctly spelt and well written. If you have any reservations about your abilities with paperwork (such as dyslexia) then please have your work checked by the office or other suitable team member.

- Child profiles and observations
- Risk assessments
- Policies and procedures
- Nappy charts and changing procedures
- Nappy cream
- Teething gel
- Accident and incident books
- Menus
- Signing in and out
- Allergy forms
- Message and communication books
- Breakfast lists

- Dietary rooms
- Consent forms
- Sun cream forms
- EYFS information displayed
- Cleaning rotas, toys, bins etc.
- Bottle charts
- Sleep charts
- Cot checks
- Toilet checks

Differences between the Senior Practitioner and Room Leader Roles

The Senior Practitioner role was created to provide a promotional path to those members of our qualified team who have excelled in their roles and who have shown the ability to develop their skills and knowledge. We generally aim to promote from within the nursery and the Senior role provides a good grounding in the skills required to be Room Leader. The key differences between Senior and Room Leader are as follows.

- A Senior Practitioner would not have overall decision-making charge of the room. In the absence of the Room Leader though, key decisions for the room should be made by the Senior in collaboration with management.
- A Senior Practitioner supports the Room Leader in being ultimately accountable to management for the strategic and operational management of the room and to ensure plans, policies and procedures are carried out.
- A Senior Practitioner is not ultimately responsible for the weekly activity programme in the room, but will contribute towards its structure.
- A Senior Practitioner is not required to attend management meetings but would be asked to stand in should the Room Leader be absent.
- A Senior Practitioner would not have office related management responsibilities outside of the room.
- A Senior Practitioner is not required to have the same responsibility as the Room Leader for staff management tasks such as mentoring, training, induction, although will be asked to participate as appropriate.
- A Senior Practitioner is not required to organise and run room meetings, but in the absence of the Room Leader may be requested to do so.