

Job Description Nursery Room Leader

Job Title:	Nursery Room Leader
Grade:	Points 4 -5 (Essex paycales 2019)
Reports to:	Class Teacher / Early Years Leader

Job Purpose

To manage and build an outstanding team. To manage the day to day running of the nursery and lead an effective team. The role entails leading team meetings, completing planning (long term, medium term and weekly) and half termly assessment. The Room Leader will be required to liaise with the Early Years Leader and feedback on data and next steps for learning.

The Room Leader will liaise with the pre-school administrator with regards to funding, budgets and pupil numbers, however will not be required to complete these procedures.

Principal Accountabilities

- Lead a stimulating, educational and safe environment for children in which they can develop to their full potential.
- To report and analyse data and feed this back to the Early Years Leader.
- To plan and assess learning.
- Lead a team of people to provide outstanding care and learning opportunities.
- Establish positive relationships with pupils and their parents/carers.

Duties

- Promote and ensure safeguarding and wellbeing of all children.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties.
- Promote the inclusion and acceptance of children with special needs.
- To plan and evaluate activities providing feedback to the staff on pupil progress and behaviour.
- Monitor and record pupil activities, progress and development.
- Record detailed observations via tapestry to share with parents and formal observations.
- To support learning and development by arranging resources for lesson activities.
- Be involved in induction for new children and manage transition opportunities during the summer term.

- Assist pupils with snack times, including preparation of food, assisting with eating and clearing up.
- To attend to pupils' personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid and administering medication where required, toileting and nappy changing.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils' work.
- To assist with escorting pupils on educational visits.

General

- To understand and apply school policies in relation to health, safety and welfare, safeguarding, child protection and inclusion.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Signed _____ Date _____