

Room Leader – Person Specification

Requirement	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	• Successful experience working with children in an Early Years environment. • Educated to at least Level 3 in Childcare e.g. BTEC, City and Guilds, NVQ. • Experience or proven ability to lead a team
	Knowledge of relevant policies and procedures	• Paediatric First Aid qualified and understanding of the School. • Knowledge of child development. • Understanding of child protection policies and procedures.
	Literacy	• Good reading and writing skills. • GCSE English Desirable (Grade C or above).
	Numeracy	• Good numeracy skills. • GCSE Maths Desirable (Grade C or above).
	Technology	• Knowledge of basic ICT to support learning and willingness to learn new skills including the use of iPads.
Communication	Written	• Ability to write detailed, specific observations and written reports.
	Verbal	• Listening skills. • Ability to exchange routine verbal information in English clearly with children and adults. • Ability to exchange complex and sensitive information in a firm and non-ambiguous way. • Ability to express own views and opinions.
	Languages	• Overcome communication barriers with children and adults.
	Negotiating	• Ability to consult effectively with children and adults. • Ability to motivate/encourage/empower children/adults.
Working with children	Behaviour Management	• Understanding and implementation of school behaviour management policy.
	SEN	• Ability to understand and support children with developmental difficulty or disability.
	Curriculum	• General understanding of current Early Years Foundation Stage Curriculum.

	Child Development	• Understanding of the way in which children develop. • Understand the way in which play and games can support child development. • Ability to assess performance and progress.
	Health & Well being	• Understand and support the importance of physical and emotional wellbeing. • Take responsibility for own wellbeing.
Working with others	Working with partners	• Understand the role of others working in and with the school. • Understand and value the role of parents and carers in supporting children.
	Relationships	• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	• Work effectively as part of a team.
	Information	• Ability to record and report observations in an appropriate manner.
Responsibilities	Organisational skills	• Good organisational skills. • Ability to remain calm under pressure.
	Time Management	• Ability to manage own time effectively and meet deadlines.
	Creativity	• Demonstrate creativity and an ability to resolve routine problems independently.
General	Equalities	• Demonstrate commitment to treating all people fairly.
	Health & Safety	• Basic understanding of Health & Safety.
	Child Protection	• Understand what is mean by safeguarding and the different way in which children can be harmed. • Understand and comply with child protection procedures.
	Confidentiality/Data Protection	• Understand procedures and legislation relating to confidentiality.
	Professional Development	• Be prepared to develop and learn in the role.