

CAMBRIDGE INTERNATIONAL SCHOOL NURSERY

Room Leader

JOB DESCRIPTION

Responsible to:

The Principal, the Head of Early Years and the Nursery Supervisor

The Role:

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

Main duties:

Overarching principal

To support the nursery manager and lead the room team, within the context of the whole school community, in providing a safe, caring and stimulating environment in which:

- ❖ Children will be able to develop and reach their full potential;
 - ❖ parents will feel welcome and confident;
 - ❖ staff will work in a happy, fulfilling environment, feeling valued and supported
1. Partnership working
 - Work in close partnership with parents, carers, and other Early Years professionals (eg Health visitors and SEND advisors) to provide children with the best start in life, developing their independence, confidence and self-esteem, building their resilience, and ensuring their well-being.
 - Assist with and attend meetings with parents and professional agencies, when necessary and as appropriate
 2. Early Years Foundation Stage
 - In line with the Statutory Guidance and Develop Matters for the Early Years Foundation Stage, ensure daily routines are adhered to and appropriate activities for children are provided.
 - Keep all subsequent records up to date, including observations, assessments and evaluations, in order to plan individual learning experiences and monitor children's progress effectively.
 3. Key Persons
 - Develop and maintain an effective Key Person system, ensuring individual children's daily needs are met, and their physical, intellectual, social and emotional well-being is promoted at all times,
 - Work with key Persons to welcome new families to the nursery and settle children, ensuring smooth transitions between rooms and in to school
 - Ensure Key persons complete daily care plans and share them effectively and appropriately with parents
 4. Children
 - Understand the cultural, religious, ethical, or personal preferences of parents and children, and adhere to them where possible and appropriate
 - Work with staff to assist children in personal care, and the development of life skills such as dressing, eating, and toileting, encouraging independence and appropriate social behaviour, as well as an understanding of personal health and well-being
 - Ensure children have access to stimulating activities and learning opportunities on a daily basis, both inside and out

5. Staff

- Ensure staff are familiar and kept up to date with all policies and procedures with regards their practice, in particular current Safeguarding, and Child Protection issues and procedures
- Work closely with and manage the Room Staff effectively, including students, in order to maintain a proactive and professional team and provide an attractive, stimulating and reassuring environment for children
- Carry out effective staff appraisal and supervision, ensuring any issues or complaints are dealt with promptly and professionally (following nursery policies and procedures), and supporting staff training and continued professional development
- Ensure staff are familiar with and adhere to nursery policies regarding personal health and hygiene, including dress code, sickness, punctuality etc

6. The environment

- Carry out all risk assessments as appropriate and necessary in all areas
- Expect and maintain acceptable standards of cleanliness, hygiene and organisation of resources at all times
- Ensure the environment is safe, stimulating and inspiring for children and staff, and inviting and welcoming to parents and visitors

7. Personal

- Be familiar with all key nursery policies and procedures, keep abreast of current issues in Early Years, and commit to on-going personal Continued Professional Development
- Ensure all policies, procedures and personal duties are understood and actioned appropriately with regards Child Protection issues and all areas of Safeguarding (including fire and emergency evacuation), and senior members of staff (including the DSL), informing parents as necessary.

PERSON SPECIFICATION
ROOM LEADER

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications	NVQ Level 3 or OFSTED recognised equivalent, in Early Years Childcare Paediatric First Aid Enhanced DBS clearance and other Safeguarding requirements (ISA)	Further qualifications or training in Childcare and education Management/supervision training	
Experience and knowledge	Sound knowledge, experience and understanding of EYFS and OFSTED requirements Experience in Day care setting with 2-3year olds Knowledge of Child development	Experience in a supervisory/management role	
Skills	Ability to lead and motivate a team Highly effective supervision skills Ability to plan and manage own and others work load Good oral and written communication skills Firm understanding of, and personal commitment to, providing equality of opportunity and supporting diversity.	Good IT skills – Able to use Microsoft Office (Word and Excel) and e-mail	
Personal attributes	Motivated with high energy levels and stamina Inspirational and visionary, with a commitment to growing the nursery and its team Positive outlook Model of discretion and confidentiality Caring and friendly personality Reliable and responsible Flexible and adaptable		