

Room Leader in Nursery

Job Description

Hours: Monday, Wednesday, Thursday 8:00am – 4:00pm

Responsible to: Head of Early Years

Daily/weekly routine

- To be responsible, together with other staff in the room, for the creation of a stimulating and attractive environment both inside and outside, to meet the interests and challenge the needs of all children
- To provide a warm and caring atmosphere for the children
- To plan collaboratively for your room with other Room Leaders and the Head of Early Years during weekly planning meetings and to display these plans appropriately
- To work as part of a team with shared responsibility to ensure staff are supervising children appropriately
- To set up the classroom daily with other staff in the room, for any activities as set out on the weekly planning sheet
- To take the register twice daily or ensure it is taken by another room member
- To take individuals or small groups of children to teach an adult led activity or through play
- To plan and deliver daily teacher input sessions, in consultation with other staff in the room and the Head of Early Years, which meet the needs of all of the children in the class
- To serve snack or lunch to Nursery children and eat with them where required
- To put up displays, as required, around Nursery and, where appropriate, to instruct Nursery Nurses and Nursery Assistants to do so
- To escort children to the toilet and change nappies if required
- To understand and be able to follow emergency procedures
- In the absence of the Head of Early Years, to work closely with the cover teacher and communicate immediately with the Early Years Co-ordinator or SMT if any concerns that may arise

Record keeping, reports and communication with parents

- To be responsible for a group of key children
- To write planned and 'one off' observations for own key children and 'one off' observations for other children
- To maintain Learning Journals and records for your own Key Children
- To make individual plans for your own key children, relating to their next steps, termly
- To communicate daily with parents as they arrive each day and at the end of the day as required
- To liaise with the Head of Early Years with respect to any major communication with parents
- To attend all Nursery parents' evenings, and speak to parents of your own key children
- To write reports for your own key children once a year
- To respect and maintain confidentiality within the Nursery

General

- Report any concerns with regards to maintenance, equipment not working, safety issues, cleanliness and hygiene within the Nursery to the Head of Early Years
- Attend to any child who becomes ill or injured during the day and seek appropriate assistance in line with the school policy
- Promote and safeguard the welfare of the pupils maintaining a constant awareness of all issues relation to child protection
- Follow the school's policies as set out in the staff handbook and on the school website
- Attend meetings/other events when required during your working hours and outside your working hours, including a weekly Early Years meeting e.g. School Open Days, Parents Evening and Inset Day
- To take responsibility for your own professional development and be pro-active regarding accessing training available
- Undertake such duties as might be reasonably requested by the Headmaster, with your agreement, to reflect or anticipate changes in the job.