

## Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

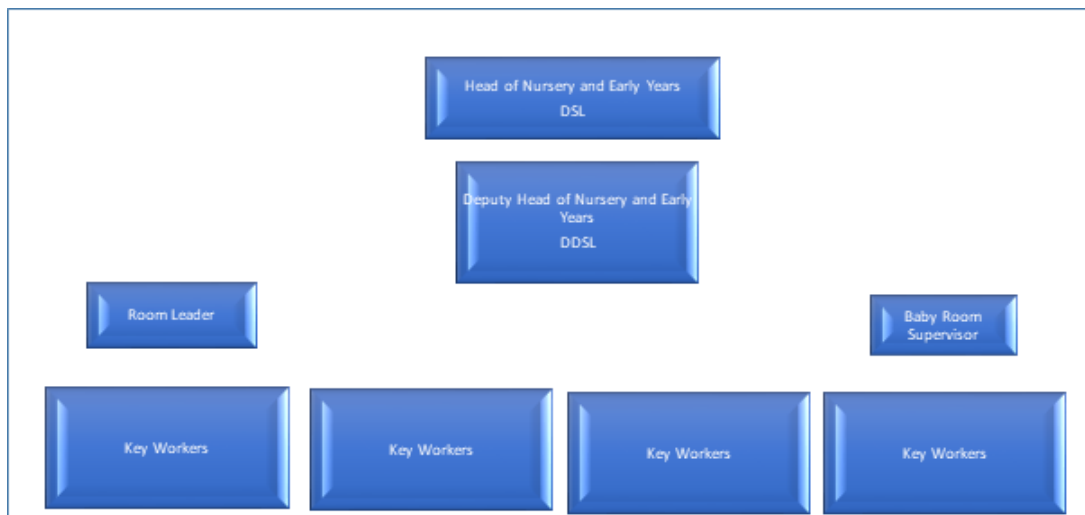
### Job description

<b>Job Title:</b>	<b>Room Leader</b>
<b>Reporting to:</b>	Head of Nursery and EYFS
<b>Line management responsibility for:</b>	Key workers in relevant room
<b>Main purpose of the role</b>	
To have overall responsibility to lead the smooth running of a specific Nursery room to ensure a safe, stimulating and organized environment.	
<b>Background Information</b>	
The role will be line managed by the Head of Nursery and EYFS. Working as part of the Nursery team, this role is responsible for running a Nursery room. The role can be considered as a job-share. Although this post is primarily attached to a specific room, the job-holder will be required at times to work elsewhere within the EYFS setting.	

### Main duties and responsibilities:

1. To have overall responsibility for ensuring the safety of the children and their environment at all times, and to report any potential dangers immediately to the Head of Nursery and EYFS.
2. To be accountable for the safeguarding of all the pupils within their room and the Nursery, in accordance with statutory policy, school EYFS policies and procedures.
3. To have responsibility to update and ensure staff are made aware of and adhere to the room procedure and risk assessments.
4. To ensure the room is stimulating, organised, clutter free and welcoming to current and prospective pupils and parents.
5. To work closely with the Curriculum Lead, SEN/EAL Lead, Baby Room Supervisor and teaching professionals to develop a curriculum that is robust and appropriate for all children within the EYFS setting.
6. To lead long, medium and short term planning sessions with staff within the room to ensure that activities engage and challenge children as well as encouraging progression through the stages of development.

7. To be responsible for ensuring that regular observations are carried out by staff responsible for key children and that all records are kept up to date.
8. To alert the Head of Nursery and EYFS of any pupil concerns in terms of development and also any concerns regarding the effectiveness of Key Workers in any area of responsibility.
9. To ensure that staff are effectively deployed and organised so that statutory ratios are maintained.
10. To ensure that the day runs smoothly with effective times for staff breaks and that the timetable, particularly for specialist lessons and areas within the school, is adhered to.
11. To ensure effective communication is maintained amongst Key Workers with regard to child welfare, the organisation of the day and passing on any messages to parents.
12. To ensure the professionalism of report writing termly and parent consultations for all the children within the room by oneself and Key Workers.
13. To keep abreast of current pedagogy and regulations within an EYFS setting and to attend in-house and external CPD as required.



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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education and Qualifications</b>		
A minimum of English and Maths at GCSE (grades A - C)	E	A
EYFS Level 3 or equivalent qualification	E	A
<b>Knowledge and Skills</b>		
Written communication skills to be able to handle a variety of correspondence grammatically, clearly and accurately	E	A/E
Verbal communication skills to be able to deal with colleagues, parents and pupils in an appropriate style.	E	I/E
An ability to pay close attention to detail to ensure that all work undertaken is accurate	E	I
Knowledge of the importance of Safeguarding	E	A/I/E
<b>Experience</b>		
Previous experience of working as a Room Leader with a history of excellent practice.	E	A/I
Ability to use Microsoft Word with proficiency.	D	A/I
<b>Personal competencies and qualities</b>		
Ability to give attention to detail	E	I/E

Ability to develop and follow process in a timely manner	E	I/E
A personable, client focussed approach to work	E	I/E
A strong team player	E	I
Ability to create a positive working environment	E	I
Ability to be flexible and able to change plans at short notice	E	I
<b>Other requirements</b>		
An understanding of safeguarding and its importance in a school environment	E	A/E

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

**Written by:** Hanna Kerrigan July 2020

Additional information:

- Annual salary: £21,743.21 per annum
- The appointment is permanent
- 30 days' holiday entitlement per annum (5 days of which to be taken at Christmas), plus public holidays. Leave will be recorded in hours.
- Your normal hours of work will be 37.5 per week
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