

|  |
|--|
| <b>POST: ROOM LEADER</b>               |
| <b>LOCATION: BIRDHURST DAY NURSERY</b> |

## **1. MAIN PURPOSES AND SCOPE OF THE POST**

- 1.1. To contribute to developing a day nursery where children are provided with optimum early learning opportunities, which are stimulating, developmentally appropriate, safe and nurturing.
- 1.2. To be a key worker for a group of children providing a safe, caring and stimulating environment in order to promote each child's development (social, physical, intellectual, emotional and spiritual) to the best of his/her potential.
- 1.3. To work effectively within a team.
- 1.4. To have a good understanding of the EYFS and how it informs your practice.
- 1.5. To provide a non-discriminatory service sensitive to the needs of Croydon's multi-cultural community.
- 1.6. To work within statutory requirements, and Christian Family Concern's policies and procedure, including:

Equal Opportunities Policy  
Health and Safety Legislation  
Complaints Procedure  
Open files/recording  
Safeguarding

## **2. SPECIFIC REQUIREMENTS**

- 2.1. To take a lead role in your allocated room.
- 2.2. To create a child-focused caring environment where each child's needs, e.g. learning, diet, medication, health, etc are identified and addressed.
- 2.3. To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day
- 2.4. To deal with and work in partnership with parents for the benefit of their children.
- 2.5. To assist in supervising students on placement.
- 2.6. To lead by example. To be professional and a good role model to the children and other staff members at all times
- 2.7. To be responsible for the welfare of all children in your designated room, providing guidance to ensure smooth operation and consistent, high- quality care.
- 2.8. To ensure that professional standards are maintained at all times.
- 2.9. To lead in promoting good team work and communication within the nursery staff group, particularly in your allocated room.

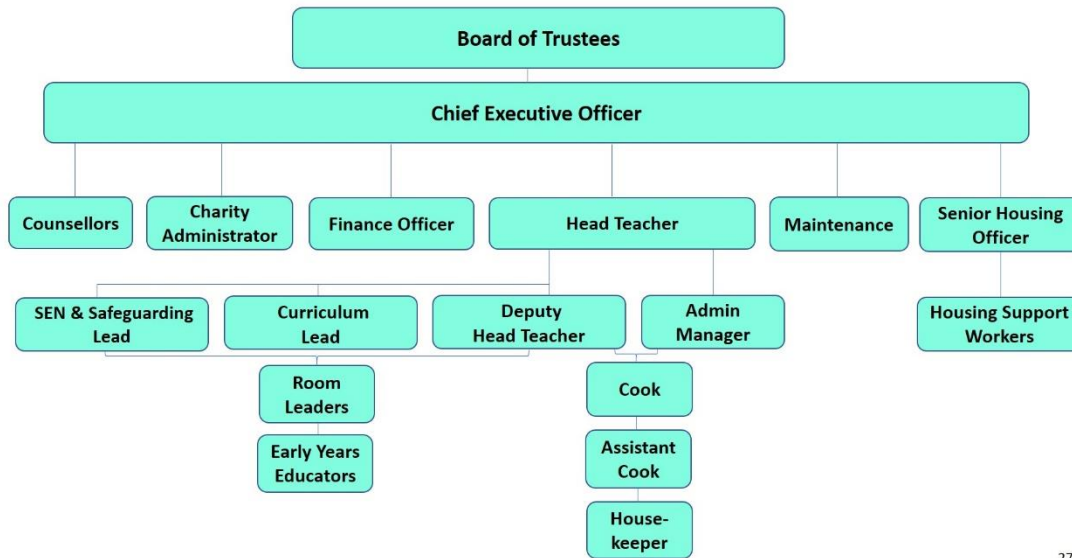
- 2.10. To have an understanding of the Code of Practice for children with special educational needs and to be able to monitor and report any concerns to the SENCO/Head Teacher.
- 2.11. To be part of a team that provides a purposeful, stimulating environment that is rich in learning opportunities, both indoors and outdoors. Activities should take into account children's abilities, interests, language and cultural backgrounds.
- 2.12. To have a knowledge of child protection procedures.
  - To identify child protection issues.
  - To monitor and record children's development.
  - To assist in writing reports for child protection conferences.
- 2.13. To ensure the safety of the children in or outside of the nursery at all times.
- 2.14. To undertake professional training in aspects of childcare as the need arises through supervision with the Nursery Head Teacher and Deputy.
- 2.15. To be able to assist the Head Teacher and Deputy in monitoring your team's performance, development and giving them peer support and/or feedback.
- 2.16. To be flexible within working as part of the senior nursery team, occasionally taking on other duties as deemed fit by the Head Teacher or Deputy.

### **3. SERVICE CONDITIONS**

- 3.1. 8am-6pm over 4 days per week – 36hrs paid
- 3.2. Salary and benefits
  - £24,336 per annum (**Level 3 equivalent and above**), salaries reviewed annually.
  - Generous staff childcare discount
  - Employee assistance programme
  - 1 week Christmas closure
  - Pension Scheme
  - 5.6 weeks annual leave including bank holidays (Additional week after 5 years' service)
  - Free DBS check
  - Free onsite parking
  - Free Uniform
- 3.3. Staff are expected to maintain CFC premises as no smoking, alcohol and drug free areas. The expectation is that the ethics, belief system and the personal behaviour of staff must be seen to be compatible with the Christian nature of the organisation.
- 3.4. Some of the contracted hours may be outside normal office hours, e.g., for staff meetings however plenty of notice will be issued.

## 4. REPORTING LINE

### CFC Lines of Responsibility



27/01/23