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| Name of Setting: | Play Studio Montessori Nurseries Part of Templesprings Childcare Services Ltd |
| Location: | 9E Rigby Gardens Chadwell St Mary Essex RM16 4JJ |
| Job title: | Room Leader |
| Type: | Full Time |
| Hours of Work: | Monday to Friday 37.5 hours a week |
| Accountable To: | Directors of Templesprings Childcare Services Ltd |
| Direct Reports | Manager, Deputy Manager, Teacher |
| Reports to: | Directors of Templesprings Childcare Services Ltd. |
| Salary & Benefits | <ul style="list-style-type: none"> • Competitive Salary • Holiday entitlement increasing by one day for each two years of service • 28 days paid holiday inclusive of bank holidays • Free food and refreshments • Free breakfast and afterschool club • Free music lessons for yourself or a family member* • Pension scheme • Free Avios points* • Continuous development and on-going early years quality training • Coaching and mentoring from directors • Employee assistance programme • Performance Review Framework and service recognition rewards • Around-the-clock access to a dedicated and supportive Senior Management team, providing you with operational and organisational support. • We provide opportunities for growth to become a leader and excel within the company. • We offer bespoke leadership coaching for leaders and managers which helps and supports them to be the best leader, promoting team effectiveness and positive working culture. • Free uniform • Love your team week and staff appreciation week • Free day off on your birthday |
| The Opportunity | <p>Templesprings Childcare Services Ltd. is expanding! We are seeking enthusiastic, motivated, talented Early Years Workers to be a part of our continued growth and success. This is a fantastic opportunity to develop and cultivate a state-of-the-art brand-new Montessori setting.</p> <p>We are looking for workers who have a passion and drive for providing high quality education for children from three months to five years. You will be an excellent team player and role model to all staff and children.</p> <p><i>Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In</i></p> |

the event that such certificate(s) are not supplied your employment with us will be terminated.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.

Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.

(Bidemi Johnson, Proprietor)

Purpose of the role and responsibilities

The room leader will be responsible for the overall running of the room. You will work in partnership with the teacher to ensure the room runs effectively daily. You will manage the room by being an example to others and thereby promote respect for the role. Your staff will learn and perform by how you perform your own role on a day-to-day basis. Ensure that all the children receive high quality teaching and care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) and Montessori curriculum.

- To take room leadership responsibilities
- To ensure your staff adhere to the nursery policies
- To ensure that when leaving the room for other activities or purposes, including management assigned tasks, that staff are aware of where you are going and the duration. When leaving the room to ensure that it will not compromise the existing staff or impose undue pressure on their abilities to perform the childcare.
- To supervise staff and students in training and maintain a proactive and professional team.
- To attend management meetings.
- To take Key person responsibilities
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
- Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- Daily risk assessment

- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Participate in professional activities designated by the Manager, which may include workshops, insets, meetings, assessment, reporting to parents, and other professional pursuits.
- Support all staff and engage in a good staff team
- Liaise with and support parents and other family members
- Participate in the induction and transition process, assisting new children and families in becoming familiar with the environment and practices.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, parent evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleaning, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before parents receives it
- Look upon the nursery, as a "whole" where can your help be most utilised? Be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received.
- Follow the nurseries policies and procedures for assessment and record keeping, meeting all due dates as required.
- Partake in planning and preparing the learning environment.
- Attend and prepare for events such as Open Days/Evenings, Sports Day, Parent-Pupil, Outreach, Events, Trips etc
- Other job duties as assigned.

Specific childcare tasks

- The lead in the preparation and completion of activities to suit each individual child's stage of development and interests
- To develop your role within the team especially with regard as a key person
- Write reports and observations on key children
- To ensure that meal times are a time of pleasant social sharing
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.

Person Specification

| Qualification | Essential/ Desirable |
|--|---------------------------------|
| 1. Childcare qualified to minimum Level 3 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE). | E |
| 2. Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths | E |
| 3. Valid paediatric first aid qualification | E |
| 4. Fully trained in the Early Years Foundation Stage. | E |
| 5. Understanding of Child Development | E |
| 6. Fluency in written and spoken English. | E |
| 7. Early Years SEN | D |
| 8. Commitment to continuous professional development | E |
| 9. Valid Safeguarding & Child protection certificate | E |
| Experience | |
| 10. Experience of working in a culturally diverse early years setting. | E |
| 11. Experience of working with children 0-5 years in a private or maintained setting. | E |
| 12. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., Equal opportunities, Safeguarding, Health and Safety requirements, children's Act etc | E |
| 13. Experience of working in partnership with parents/carers | E |
| Skills and Abilities | |
| 14. Microsoft Office 365 Application e.g. word | E |
| 15. Ability to write individual reports and observations | |
| 16. Knowledge of writing children's reports | E |
| 17. Ability to build and form good relationships with parents and students | E |
| 18. Ability to deliver a quality service whilst under pressure | |
| 19. Knowledge and understanding of the educational, developmental, and health needs of children and families | E |
| 20. Ability to work as part of a team | E |
| 21. An ability to carry out light physical duties to include lifting resources, babies and children. | E |
| 22. Housekeeping tasks and setting up resources | E |