

**Job Description and Specification**

**PRE-SCHOOL ROOM LEADER – RGS The Grange**

**Responsible to:** Pre-School Leader

**Responsible for:** Team of Early Years Practitioners

**Location:** RGS The Grange plus RGS Worcester and RGS Springfield when required.

**General Purpose**

To oversee, plan and lead a team of Early Years Practitioners in the running and organisation of the Early Years Department at RGS The Grange. The Room Leader will work closely with the Pre-School Leader to ensure continuity and progression through a stimulating and varied programme of learning, ensuring the safety and well being of the children at all times.

**Key Tasks and Responsibilities**

TEACHING AND LEARNING

To help monitor the children’s Learning Journeys and assessment of progress throughout Nursery/ Pre School.

* To arrange termly parents’ meetings to allow two-way discussion of children’s progress.
* To oversee the day-to-day running of their Room, ensuring staff ratios are correct, children are actively engaged and their pastoral needs are met.
* To ensure Learning Journeys are kept up to date and provide a true reflection of children’s achievements and progression.
* To feedback to the Pre School Leader on a regular basis.
* Instil a love of learning through a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
* To have a thorough understanding of the EYFS curriculum.
* To be IT literate and have the ability to keep electronic/paper records up to date.
* Assist in the development of the Long, Medium Term and weekly programmes of work.
* Maintain a well-organised, tidy, pupil friendly and interactive learning environment. Maintain high standards of display.
* To liaise with the Pre-School Leader, school SENCO and external agencies where a child’s needs require this.

**PASTORAL CARE**

* To help organise the key person system and to effectively supervise staff on a daily basis, providing professional guidance as required.
* To ensure records are properly maintained eg. Daily registers, room risk assessments, accident and incident books.
* To comply with the school’s Health and Safety Policy and to complete risk assessments for all Learning environment, indoors and out.
* To be courteous to parents and colleagues, and to provide a welcoming environment for all visitors to the school. Communicating to achieve positive results with parents, pupils and staff and working to meet (and exceed) customer expectations.
* To liaise with other members of the school staff in order to ensure continuity and progression of planning in line with the current school policies and practices.
* To take part in the school’s staff development programme by participating in arrangements for further training and professional development. To attend appropriate INSET.
* To attend staff briefings and meetings as required.
* Attend school functions as are deemed part of the annual cycle of the school year.
* To maintain a professional appearance at all times.
* To maintain a high level of professionalism and to use initiative as appropriate.
* Have a good knowledge of the whole school policies in place within the school.
* To read and comply with the ‘staff routines and procedures’ document annually.
* To contribute to and implement all Early Years policies and procedures.
* To display an excellent sense of humour and be willing to go the extra mile.

**HOLIDAY CLUB**

All members of the Early Years team are contracted to work a minimum of 20 days throughout the year within our Holiday Club. Duties and responsibilities when working in Holiday Club include:

* Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
* Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
* Ensuring that parents, carers and other visitors are made to feel welcome on visiting the Holiday Club and that they receive appropriate information and advice.
* Maximising the learning value of the activities by providing planning for your allotted sessions to the Holiday Club Manager and evaluating activities.
* Evaluate events and activities and contribute to the development of Holiday Club including making recommendations for change and development of the activities.
* Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
* Support and advise less experienced workers in activities.
* Be aware of safeguarding children issues and the School’s Safeguarding children policy, reporting areas of concern to the Holiday Club Manager.

The Room Leader will be expected to undertake any other duties as can be reasonably expected of them by the Headmaster.

**Working Conditions**

The Early Years Department is staffed between 7.45am and 6.00pm daily. The posts are initially term time plus 5 weeks of holiday working. A full time post will typically be 37.5 hours per week, Monday – Friday with 30mins unpaid lunch break.

Benefits include:

* Opt in to an excellent employer contribution pension package;
* School fee remission;
* Private medical insurance;
* Free school lunch during term time;
* Ample onsite parking;
* Free uniform;
* Support with professional development

**Job Specification**

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| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential**  | **Desirable**  |
| Ability to work as part of a team | X |  |
| Good interpersonal, organizational and communication skills | X |  |
| Ability to deal sensitively with children and parents | X |  |
| Able to work under direction but use initiative as the situation demands | X |  |
| Positive, cheerful, can do attitude | X |  |
| **Knowledge and Experience** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential**  | **Desirable**  |
| Recent experience of working in an EYFS Setting | X |  |
| Knowledge of the EYFS curriculum | X |  |
| Experience of line managing a team |  | X |
| Some understanding and awareness of SEN |  | X |
| Experience of working within an independent school setting |  | X |
| Computer Literate  | X |  |
| Knowledge of observation techniques | X |  |
| Experience of writing Next Steps child progress reports |  | X |
| **Education** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential**  | **Desirable**  |
| GCSE English/Maths | X |  |
| NVQ3 Level 3 or equivalent in Early Years Education  | X |  |
| Early Years Professional Status |  | X |
| Early Years Teacher |  | X |
| Paediatric First Aid | X |  |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***

June 2018

