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**JOB DESCRIPTION**

**NAME:**

# POST: NURSERY ROOM LEADER

N.B. All aspects of this post must reflect the Nolan Principles (attached).

**RELATIONSHIPS:**

The post holder is responsible to the Nursery Manager. In the absence of the Nursery the post holder will be responsible to the Deputy Nursery Manager.

The post holder is accountable and responsible for ensuring that all aspects of the role are undertaken and completed fully according to training and best practice.

**PURPOSE:**

1. To lead the staff under your supervision, monitoring their work and ensuring a high standard of physical, emotional, social and intellectual care for children placed in the setting.

2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.

3. To build and maintain strong partnerships, working with parents to enable childrens’ needs to be met.

# MAIN DUTIES:

* To be fully up to date with the requirements of the “Early Years Foundation Stage” (EYFS) and ensure that your practice meets and aims to exceed the requirements.
* To plan delivery of the curriculum whilst ensuring that the individual needs and interest of children in the setting are met in conjunction with other team members.
* To maintain and follow all Safeguarding policies and procedures at all times.
* To keep up to date with changes in the curriculum and developments in best practice.
* To ensure that key workers maintain up to date, accurate and professional records of children’s development and learning journeys and share with parents, carers and other key adults in the child’s life.
* Support all staff and engage as a good team member.
* To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
* To ensure that communication with children, parents and the staff team is polite and courteous at all times.
* Ensure a motivating environment, covering the EYFS seven areas of learning and development to stimulate children’s learning in the setting.
* To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
* To advise manager of any concerns, e.g. safeguarding concerns over children, parents, the safety of the environment, preserving confidentiality as necessary.
* Have good organisational skills with the ability to work to targets and deadlines.
* To be involved in out of working hours activities, e.g. training, monthly staff meetings.
* To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by the Nursery Manager.
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
* To maintain and follow all Health and Safety policies and procedures at all times.
* To work alongside the manager and other staff to ensure that the setting’s philosophy is fulfilled.
* To develop your role within the team, especially with regard to being a room leader.
* To keep completely confidential any information regarding the children, their families or other staff that is required as part of the job.
* To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
* To support nursery students and volunteers.
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
* To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

**GENERAL RESPONSIBILITIES INCLUDING IT AND TRAINING & DEVELOPMENT:**

* Complying with, promoting and acting in accordance with all Trust and Nursery policies.
* Complying with data protection legislation and expectations for confidentiality.
* Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
* Identifying and agreeing personal development objectives with the line manager.
* Making effective use of the development opportunities available to you.
* Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.

## ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

**This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

## ARRANGEMENTS FOR PERFORMANCE MANAGEMENT

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description.

The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training requirements, changes and actions to be taken.

**NOTE:  
This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signed: ………………………………………….. Date: ……………………………………**

**Print: ……………………………………………………………………… (Postholder)**

**Signed: ………………………………………….. Date: ……………………………………..**

**Chief Executive Officer**

***One copy to be retained by member of staff and one kept on file at Trust.***

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES**

**Outstanding Achievement for All**

**The Nolan Principles**

**The Seven Principles of Public Life**

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](http://www.public-standards.gov.uk/).

They are:

* **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

* **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

* **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

* **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

* **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

* **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

* **Leadership**

Holders of public office should promote and support these principles by leadership and example.