



KINGSWOOD
PREP

ROOM LEADER/SENIOR PRACTITIONER THE GARDEN



AN INDEPENDENT CO-EDUCATIONAL BOARDING AND DAY SCHOOL FOR PUPILS AGED NINE MONTHS
TO 11 YEARS.



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JOB DESCRIPTION: ROOM LEADER/SENIOR PRACTITIONER IN THE BABY ROOM (18-27 MONTHS)

RESPONSIBLE TO:

The Head of The Garden & EYFS (Pre-school Room Leaders)

Deputy Manager (Baby and Toddler Room Leaders)

STAFF MANAGEMENT RESPONSIBILITY:

Overseeing Early Years Educators and Senior Practitioners in your room.

JOB PURPOSE:

At The Garden, we believe in nurturing every child's individuality, supporting their growth in an environment that fosters independence, creativity, and curiosity. As Room Leader/Senior Practitioner, you will share management of the day-to-day running of the room, ensuring that each child receives exceptional care, is safe, and experiences engaging, well-planned learning opportunities in line with the Early Years curriculum. You will model excellence in practice, lead your team with professionalism, and be an ambassador for The Garden and Kingswood School.

Key Responsibilities:

Leadership & Team Management:

- Lead and manage your room, guiding staff through regular supervision and on-the-job coaching.
- Ensure room meetings are conducted and documented.
- Promote continuous professional development and encourage best practices within your team.
- Address staff performance and behaviour issues, escalating when necessary.
- Foster a positive working environment through open communication, recognition of good performance, and adherence to school policies.

Childcare & Curriculum:

- Lead the planning and delivery of the EYFS curriculum.
- Ensure high standards of care, focusing on children's physical, emotional, and intellectual development.
- Oversee observations, assessments, and record-keeping to track each child's progress.
- Act as a key person to a group of children, supporting their individual needs.
- Maintain strong relationships with parents, providing regular updates on their child's progress and encouraging home learning.



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Room & Premises Management:

- Ensure your room is safe, tidy, and provides a stimulating learning environment.
- Maintain accurate records, from attendance to risk assessments, ensuring all are up-to-date and compliant with health and safety standards.
- Manage resources, ensuring they are age-appropriate, well-organised, and in good condition.

Health & Safety Compliance:

- Safeguard the welfare of children, staff, and visitors.
- Administer First Aid and maintain accurate care plans for children.
- Ensure that all policies, particularly those related to health, hygiene, and safety, are followed.

Paperwork:

- Maintain all relevant documentation, including assessments, reports, and risk assessments, to a high standard of accuracy and organisation.

The Ideal Candidate

You will have:

Essential Qualifications and Skills:

- Minimum Level 3 childcare qualification (NNEB, NVQ, CACHE).
- Evidence of continued professional development.
- Experience in a Nursery or Pre-School setting, ideally with two years of post-qualification experience.
- Prior experience in a leadership or management role.
- Strong understanding of child development and the role of a key person.
- Excellent communication, organisational, and team leadership skills.
- A caring, empathetic approach to working with children and families.

Key Competencies:

- A positive, proactive attitude and a passion for early childhood education.
- The ability to motivate and support a team.
- Emotional resilience and the ability to remain calm under pressure.
- Commitment to equal opportunities, safeguarding, and promoting a safe, nurturing environment for all children.

This Job Description is subject to review and will be treated flexibly within the criteria for the School/Nursery. It may be amended as the requirements of the Nursery and the development needs of the post holder change.



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CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the School's Designated Safeguarding Lead and record it on the school's safeguarding and pastoral reporting system, CPOMS. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

TERMS AND CONDITIONS

The Garden at Kingswood School operates Monday to Friday, from 7:30am to 6:00pm. As Room Leader/Senior Practitioner, your standard hours will be either 8:00am to 6:00pm or 7:30am to 5:30pm, across four days a week. However, specific work patterns can be agreed with the Head of The Garden. The role requires working year-round, and you will also need to attend two additional training days annually, possibly on weekends, as well as events such as Open Mornings, which may take place on a Saturday.

We offer a very generous leave allowance, with extended closure periods over the Christmas/New Year period and a two-week closure period in the Summer holidays, in addition to bookable holiday at other times during the year. Further details available on request.

Kingswood values staff development and offers a thorough induction and in-service training. Annual reviews with your line manager will identify further professional development opportunities.

The salary for the role is competitive, £28,157.22 per annum. Additional benefits include professional development, free lunches, partial fee remission for staff children attending Kingswood Schools (subject to terms), access to sports and leisure facilities, a pension scheme with up to 5% matched contributions, death-in-service benefit, a cycle-to-work scheme, and access to an Employee Assistance Programme. Kingswood fosters a strong community spirit, with many opportunities for staff to engage in sports, music, and social events.

HOW TO APPLY

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please email recruitment@kingswood.bath.sch.uk to request an Application Form.

Completed Application Forms should be returned by email (or by post: Recruitment Co-ordinator, Kingswood School, Lansdown, Bath, BA1 5RG)



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If you would like an informal discussion about the role or to arrange a tour of the nursery, please contact aballanger@kingswood.bath.sch.uk

If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, via email: recruitment@kingswood.bath.sch.uk or 01225 734350

Closing date for applications is Friday 25 April 2025, midday

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).