



## **JOB DESCRIPTION: ROOM LEADER - 2 YEAR OLD PROVISION**

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| <b>Job Description:</b>         | Room Leader - 2-year-old provision  |
| <b>Reporting to:</b>            | Nursery Manager, Assistant Head - Lower School and ultimately the Headmaster.   |
| <b>Key Purpose of the Role:</b> | To work with the Nursery Manager to ensure that children in their care are well supported and encouraged to develop themselves as an individual. They will respond to the children's needs by planning suitable activities to help them progress in their learning, and feedback to parents on how their child is getting on. |
| <b>Status of Post:</b>          | Permanent position with a probationary period of two terms.   |
| <b>Hours:</b>                   | <p>This is a full time 8am until 6pm position, Monday to Friday, all year round (51 weeks)</p> <p>In addition, attend open mornings (if required).<br/>Parent's evenings<br/>Integration with the whole school for training days (INSET).</p>   |
| <b>Author:</b>                  | Robert Upton  |
| <b>Start Date:</b>              | June 2019   |

**Key Tasks:** The jobholder will be responsible for assisting in providing quality childcare for children and their families within the school. Assisting the Nursery Manager, Specialist Teachers and other Nursery Staff.

- To lead in planning and providing a caring, stimulating environment that is appropriate for the two year olds and enables them to reach their full potential.
- Have the knowledge understanding and skills to support the EYFS team and be proactive in the 2-year-old provision.
- To work within the Childcare Act and Local Government guideline standards.
- To work closely with the Nursery Manager and Assistant Head - Lower School to follow the planning and deliver it in a way that enables children to learn according to the Early Years Foundation Stage.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To lead and manage a group of children, including achieving planning objectives and delivering adult lead activities with the group on a daily basis.
- To keep observations and assessments of children's development in appropriate Key worker groups and to keep accurate records of the children's achievements.
- To keep Key-worker children's files and progress forms and reports up to date and accurate.

- To set up for and tidy up after sessions, both indoors and outdoors.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team, to follow rotas and work collaboratively, to respect and value each member of the team.
- Ratio permitting, to cover absence in the nursery 3-4 year provision or EYFS Reception classes.
- To work within the agreed framework of policies and procedures set out within the school.
- To support students and volunteers on placements.
- To help in the responsibility of maintaining high quality resources.
- To take part in day-to-day administration and record keeping.
- To inform the Headmaster, Assistant Head - Lower School or Nursery Manager of potential problems at all times.
- As required, assist in the toileting needs of the children.
- To supervise lunchtime and encourage good etiquette and eating manners.
- As required, to administer basic first aid and receive suitable training in the topic.
- To assist with record keeping and filing.
- To assist with Nursery displays.

#### **General School Duties:**

- To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the School.
- To act as an ambassador for the school and maintain a positive image of its aims and objectives.
- To liaise with the class teachers, Nursery Manager, Assistant Head - Lower School and Headmaster, as necessary.
- To be flexible when cover is required for absences.
- To assist in musicals, celebrations and productions within the school.
- To attend Open Day events as required.
- Where appropriate to attend and participate in Foundation Stage meetings and to attend planning and development days.
- To attend staff meetings, staff development and training as appropriate.
- To keep all information regarding the school, children and staff completely confidential at all times.

#### **Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be 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, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the designated safeguarding lead or the headmaster.

#### **Mandatory Training**

Safeguarding and Health and Safety Induction.  
Paediatric First Aid

### **Key Skills and Experience:**

1. Minimum NVQ Level 3 in Child Care and Education or equivalent.
2. Knowledge, understanding and practical experience of working as a room leader.
3. Knowledge, understanding and practical experience of the 2-3 year old age.
4. Numeracy equivalent to Maths GCSE/Standard Grade at grade C or above.
5. Literacy equivalent to English Language GCSE/Standard Grade at grade C or above
6. Excellent track record as a Key Person.
7. *A minimum of 2 Years working in an Early Years setting (desirable).*
8. Good level of IT literacy.
9. Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings.
10. Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements.
11. Knowledge and ability to lead effective use of an IT system to monitor progress of children and maintain effective communication with parents.
12. Ability to work independently and to manage own time efficiently.
13. Experience of management, supervision and appraisal of staff.
14. Ability to develop an effective team.
15. Warm and caring personality - friendly and approachable to families.
16. Ability to communicate effectively with staff at all levels.

### **Key Interfaces:**

1. Headmaster
2. Senior Leadership Team
3. Nursery Staff
4. Support Staff
5. Parents and pupils (current and prospective)

### **Operating Environment and Context of the Role:**

Yateley Manor is a non-selective, academically ambitious school that seeks to provide a broad and affirming base for its pupils. The school is a thriving IAPS Prep School, which caters for children from Nursery to Year 8. The school's catchment area for day children extends to Hampshire, Berkshire and Surrey.

Yateley Manor is a school for children of all talents. We provide breadth and challenge to match each child's aptitudes and interests, offering a holistic and rigorous liberal education, which is founded on the principal of discovering and developing the skills and aptitudes of each individual.

### **Safeguarding**

Yateley Manor School complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition, the post holder will be responsible for ensuring the highest standards of Safeguarding are in place throughout the School and that all staff are fully trained and aligned to the School's overarching safeguarding purpose of providing a safe and supportive environment where children thrive. Safeguarding is, and must be seen to be, at the centre of all School activity.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.

**Application Form**

Applications will only be accepted from candidates completing a Yateley Manor application form in full. CVs will not be accepted in substitution for completed application forms.

Application forms are available from the School website.

Please submit an application form together with a covering letter detailing experience, personal qualities and how you meet the person specification for the role, addressed to Mr Robert Upton, Headmaster, outlining your suitability for the post.