



Job Description for Pre-School Room Leader

Job title: Room Leader

Responsible to: Pre-school Manager and Deputy Manager

Responsible for: Those staff in their playroom.

Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the pre-school manager and the deputy to provide safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.

Main Duties:

1. To assist the Manager & Deputy Manager with the day to day running of the pre-school.
2. To help set up the playroom/s for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
3. To ensure that all children are treated with equal respect and that each child's racial origin, cultural, religious and linguistic background is promoted and given full consideration.
4. To act as a Keyworker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
5. To advise the pre-school manager of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
6. To be aware of any additional needs a child may have and to familiarise oneself with relevant play and learning plans and support children as appropriate.
7. To support children's learning through play, offering an appropriate level of support and stimulation.
8. To monitor children progress and write report on Tapestry online Journal in line with the preschool requirements.
9. To participate in activities which fall outside of normal working hours as required, e.g. Training, staff meeting, fundraising events, etc.
10. To keep up-to-date with current good practice.
11. To undertake any other reasonable duties as directed by the Pre-school Manager/deputy manager, in accordance with the pre-school plan/objectives.
12. To undertake continuous professional development, including short courses and qualifications relevant to the position.
13. To keep up to date with legislation, the latest thinking on all aspects of the EYFS and Every Child Matters, by reading relevant materials and attending courses as required.
14. To promote the aims and objectives of the preschool
15. To ensure the preschool offers the highest standards of physical and emotional care, health and safety at all times.
16. To understand and adhere to the preschool policies, procedures and standards at all time.
17. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job in line with Data Protection.

This is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed with and as directed by the Pre-school Manager.



Person Specification for Pre-School Room Leader

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity • An understanding of the Early Years Foundation Stage • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues • Sound understanding of child development and of children's needs. • Knowledge of a pre-schools curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations. • Commitment to and understanding of diversity and equality. • Sympathetic to the Christian ethos of the preschool and willing to uphold these values in the pre-school. 	<ul style="list-style-type: none"> • Experience in Line Managing staff, including involvement in induction, supervision, and appraisals • Interest in the care, learning and development of young children
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children • Ability to manage self and work calmly under pressure. • 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent's Evening • Able to work in small teams
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, eg. NVQ 3 in Children's Care, Learning and Development • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • GCSE grade c or above in literacy and numeracy. 	<ul style="list-style-type: none"> • Completion of a recognised Level 4/5 Childcare qualification, eg. NVQ in Children's Care, Learning and Development – or be working towards completion • Health & Safety certificate • First Aid certificate • Completion of other relevant courses

This post requires a DBS check .An Enhanced DBS and satisfactory references would be obtained prior to commencement of the post.