



BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Room Leader
Reports to:	Nursery Manager
Department:	Sure Start
Section:	Nursery, City Early Years and Childcare
Date written:	Oct 2014

Purpose of the Job

Work within a designated area of the nursery, taking a lead role in the delivery of high quality care and education for children within the Early Years Foundation Stage framework and other government legislation, in order to ensure the education, care and welfare of children and staff.

Principal Accountabilities

1. Supervise and coordinate the play room staff, including staff rotas, liaising with bank staff/agencies for cover in order to ensure that appropriate and required staffing levels are maintained at all times.
2. Be involved with the recruitment, selection, ongoing support, training, professional development and performance management of relevant nursery staff.
3. Ensure appropriate planning is in place and the Early Years Foundation Stage framework is implemented in the play room, ensuring the provision is of high quality.
4. Achieve and maintain high standards of early learning, ensuring that activities are developmentally appropriate and are those in which children from a range of social, economic and cultural backgrounds are able to develop and grow.
5. Observe, assess, record, monitor and report on children's development through a key person system, sharing appropriate information with other staff, the manager, parents/carers and outside agencies as required.
6. Work in partnership with other early years professionals, for example health visitors, Pre-school SEN Service, speech and language therapists, Ethnic Minority Achievement Service, in order to promote children's development.

7. Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery and other Sure Start activities.
8. Assist the nursery manager to maintain, develop and promote policies and procedures, ensuring that all are followed in an efficient, professional manner and comply with all relevant legislation within the play room.
9. Ensure all child protection and safeguarding policies and procedures are followed, including close monitoring of children about whom there are concerns.
10. Ensure that the nursery environment is welcoming and comfortable for children, staff and visitors. Ensure that resources, equipment and supplies are in good condition and that the play room meets requirements for hygiene, health and safety and building maintenance.
11. Carry out the key worker duties and help and support senior nursery assistants and nursery assistants to carry out the day-to-day activities as appropriate.
12. Participate in staff meetings, training and development opportunities and supervision in order to improve and continually update skills, and keep abreast of current early learning practices.

General Accountabilities

- Work within and actively promote the city council's equalities and equalities in employment policies for service delivery and staff management to ensure that services are accessible to hard to reach groups.
- Ensure all operations in areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular as set out in Section 4.4 of the council's health and safety policy, and within area of responsibility:

- Maintain awareness of current health and safety legislation and ensure that all employees understand and comply with health and safety policy; and that they are informed, trained and supervised to safeguard their own and others welfare and safety
- Carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- Report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- Ensure that safe premises, equipment and working environments are maintained

Your duties will be as set out in the above job description but please note that the council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job **and, in** addition, as a term of your employment you may be required to undertake various other duties, including working in other council nurseries, as may reasonably be required.

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PERSON SPECIFICATION

Job Title:	Room Leader
Reports to:	Nursery Manager
Department:	Sure Start
Section:	Nursery, City Early Years and Childcare
Date written:	June 2014

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Full and relevant Level 3 qualification.• Knowledge of relevant legislation and guidance including current education developments, e.g. the Early Years Foundation Stage, SEN & Disability Act 2014, local child protection and safeguarding issues and procedures.• Knowledge of relevant procedures and legislation (e.g. health and safety and work, food hygiene).• Knowledge of equalities issues, and implementation and development of equalities practices.• Excellent knowledge and understanding of the needs of young children, child development and a child centred approach to early learning.• Commitment to ongoing personal and professional development• Ability to communicate effectively in writing and verbally at all levels e.g. with senior managers, parents.
Experience	<ul style="list-style-type: none">• Demonstrable post qualification experience in an early years setting.• Experience of providing care and education to children from a wide range of backgrounds.• Experience of early years programme development, planning and implementation.
Skills and Abilities	<ul style="list-style-type: none">• Interpersonal skills including negotiation and leadership, and the ability to offer positive encouragement and support.• The ability to effectively supervise the day to day work of staff.• Planning and organisational skills, including record keeping, written reports, team planning, EYFS planning, meeting deadlines and targets.• Excellent communication skills, particularly the ability to communicate clearly and sensitively with parents/carers regarding their child.• Ability to develop good working relationships with parents/carers and other service providers.• Proven ability to work with and relate to children.
Equalities	<ul style="list-style-type: none">• Commitment to the principles of equalities and ability to carry out duties in accordance with the council's equalities policy.• Commitment to developing inclusive and accessible services and anti-discriminatory practice.

Other Requirements	<ul style="list-style-type: none">• Commitment to acquiring awareness of current health and safety legislation and to attending relevant health and safety training.• Awareness of the need to identify hazards and the ability to assess and manage the associated risks.• Flexible approach, ability to work collaboratively with others and a willingness to adopt change.
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