

Job Description: **Pre-School Room Leader**

Start Date:	December 2024
Responsible to:	EYFS Leader*
Location:	Heathlands Primary Academy
Grade:	Grade 6, SCP 16-22 (£29,572-£32,654 FTE)
Hours of work:	35 hours, Monday – Friday
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

* In the absence of the EYFS Leader, the post holder will be responsible to the Headteacher

Overall Purpose

- To direct any pre-school staff in the room, monitoring their work under the guidance of the EYFS leader.
- Ensuring a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- To work as part of the EYFS team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnerships, working with parents/carers and other professionals to enable children's needs to be fully met.
- 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.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

Main Duties

- To work alongside the EYFS Leader and other staff to ensure that the school vision is fulfilled.
- Be responsible for providing high quality teaching and learning, ensuring that staff are properly deployed and offering appropriate stimulation and support to the children.
- 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 and deliver the curriculum under the guidance of the EYFS leader whilst ensuring that the individual needs and interests of children are met.
- Manage the key person system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed in line with the requirements of the EYFS statutory requirements.
- Have good organisational skills with the ability to work to targets and deadlines.
- To be involved in training and any necessary meetings.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by the EYFS Leader and/or Senior Leadership Team.

- Ensure records are properly maintained, e.g. daily attendance register, accident records and daily safety checks.
- 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, personal care etc.
- To be aware of the positive profile of the setting and to uphold its standards at all times, both in work hours and outside.

Relationships

- Support all staff and engage as a good team member.
- To develop your role within the team, especially with regard to being a room leader.
- To develop and maintain strong partnerships and communication with parents/carers/ staff and other adults to facilitate day-to-day caring and early learning needs ensuring that communication is polite and courteous at all times.

Environment

- Ensure a motivating environment, covering the EYFS 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.

General

- Complying with, promoting and acting in accordance with all Partnership and school policies.
- Complying with data protection legislation and expectations for confidentiality.
- Participating in the school appraisal system with your line manager.
- To take responsibility for continued professional development by attending courses and training as needed (in-house and external), receiving constructive feedback and reading relevant material.
- Promoting and safeguarding the welfare of pupils in your care or that you meet in accordance with the whole school and Partnership Child Protection Policy.

Additional Information

The job description will be reviewed as part of the appraisal system annually and any variance of the specific responsibilities will be considered in line with the needs of the school or Partnership. This will be carried out in consultation with the post holder.

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 Head teacher to reflect the changing needs of the school.

Person Specification Pre-School Room Leader

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ A full and <i>relevant</i> qualification in childcare to at least Level 4 ▪ List of relevant qualifications can be found here; https://www.gov.uk/guidance/early-years-qualifications-finder ▪ Evidence of ongoing personal development training. ▪ Desire to continue with professional development. 	<ul style="list-style-type: none"> ▪ Paediatric 2 day First Aid certificate ▪ Basic Food and Hygiene Certificate
Experience:	<ul style="list-style-type: none"> ▪ Experience in working with children in an early years setting ▪ Experience of implementation of EYFS curriculum ▪ Experience of working in partnership with parents ▪ Knowledge of legislation relevant to Early Years 	
Specialist knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of Child Development and children's needs ▪ Ability to work with parents/carers/families to encourage partnership working 	<ul style="list-style-type: none"> ▪ Understanding of Safeguarding and Equal Opportunities (Training provided) ▪ Awareness of practical Health & Safety matters (Training provided)
Professional skills & abilities:	<ul style="list-style-type: none"> ▪ Ability to communicate confidently with adults and children ▪ Ability to work as part of a team ▪ Good presentation skills ▪ Possess a level of general computer literacy with a range of IT skills ▪ Good organisational skills ▪ Ability to cope with a physically demanding role 	<ul style="list-style-type: none"> ▪ Ability to demonstrate creative abilities
Personal Qualities:	<ul style="list-style-type: none"> ▪ Sense of humour ▪ Ability to be an active and full member of a team ▪ Commitment to staff development ▪ Flexible ▪ Resilient ▪ Ability, flexibility and willingness to take on other responsibilities or duties commensurate with the role as necessary. 	
Aptitude:	<ul style="list-style-type: none"> ▪ Empathy for others ▪ Supportive of colleagues ▪ Ability to work flexibly and under pressure 	

The post holder may be required to travel to other local sites, including other CLP schools.