

# Job Description and Person Specification

## Job details

Job title: Room Lead (EYP)

Directorate: Learning & Standards

Reporting to: Senior Children's Centre Officer/ Teacher

Grade: SCP 5 Level 3 Scale 6 EYPS

## Job description

Purpose of the post:

- To lead, monitor and supervise staff for whom you have responsibility in the base room.
- To be a change agent in raising the quality of the Early Years provision within the base room.
- To support in leading on the planning of appropriate learning activities which offer high quality learning experiences to children from birth to 5 years, ensuring each child has the opportunity to develop to their full potential within a day-care environment. This will include working in partnership with parents and carers, working with staff, team members and liaising with other agencies as required.
- To be responsible for a group of children.
- To implement health and safety and hygiene regulations.

Main duties and responsibilities:

- To supervise staff and lead high quality, and effective Early Years practice in the base room.
- In consultation with the leadership team, develop the Early Years Curriculum in line with Early Years Foundation Stage Framework.
- To plan and provide a range of educational and developmental opportunities for children aged 0 to 5 years, ensuring that each child's needs are met.
- Work with the nursery's Special Educational Needs Coordinator to ensure that children with special educational needs are fully included in all aspects of the nursery curriculum.
- To take Key-Worker responsibility for a group of children, including planning assessment and record keeping. Write summative reports and ensure they are prepared within the required timescale.
- To foster and develop good relationships with parents and carers and to ensure that planning for their children is in partnership with them.
- To promote and maintain a culturally sensitive environment. To ensure educational and developmental opportunities for children reflect their racial and cultural backgrounds.
- To actively participate and be responsible for the organisation and implementation of a planned programme of activities which are in line with current legislation (DCFS Early Years Foundation Stage)
- To help promote understanding of the aims of the centre among the children, their families and the wider community. To support the development of the centre as a community resource.
- To assist in the Early Years Child Protection Procedures for identifying and monitoring children in need of protection. To assist in the preparation of observational reports for case conferences.
- To ensure and maintain high professional standards of hygiene. To adhere to health and safety requirements as it relates to the Full Day Care, Guidance to the National Standards.
- To commit to Continual Professional Development in line with DCFS requirements.

- Participate in staff and room meetings, supervision, staff training and development days and external training as appropriate.
- Participate in the development of parents' committee.
- To be responsible, as directed, for student training, supervision and development.
- To carry out all responsibilities of the post holder with regard to The Learning Trust's Equality Statement.
- To work outside normal hours as required, which may include accompanying children to a place of safety.
- Ensure that all services within the postholder's responsibility are provided in accordance with The Learning Trust's policies and commitment to quality services.
- To carry out other reasonable duties as may be required by the Chief Executive or relevant line manager, commensurate with the function and grade of the post.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- When the EYPS has been achieved, this will move up to scale 6.

General  
requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:

Room Leader (EYP)

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Level 3 or above in Childcare and Education	✓	
2. Early Years Degree and EYPS		✓
<b>Experience</b>		
3. Experience of delivering integrated care and education.	✓	
4. Experience of supporting volunteers and work placement students in the setting.		✓
5. Experience of working in a culturally diverse environment.	✓	
6. Recording, monitoring, curriculum planning and report writing in a clear and concise manner.	✓	
7. Experience of providing a broad and balanced curriculum for children 0-5, including those with special educational needs.	✓	
8. Experience of implementing legislation as it relates to day care for young children.	✓	
9. Experience of taking on a lead role in a Early Years environment		✓
<b>Knowledge</b>		
10. Knowledge of childcare policy and legislation.	✓	
11. Knowledge of the Early Learning Curriculum programmes and the DFES 'Foundation Stage' and Birth to Three.	✓	
12. Knowledge of requirements for providing an integrated service for children with special educational needs.	✓	
13. Knowledge of The Learning Trust's Child Protection Procedures.	✓	
14. Knowledge of the Special Educational Needs Code of Practice and how it relates to work with children under five.	✓	
15. Knowledge of health and safety and hygiene standards required.	✓	
16. Knowledge of The Learning Trust's Equal Opportunities Policy.	✓	
<b>Skills</b>		
17. Ability and commitment to provide non-discriminatory childcare and education.	✓	
18. Ability to implement early learning curriculum programmes effectively and collaboratively.	✓	

19. Ability to prepare and present accurate, written reports.	✓	
20. Ability to liaise with appropriate agencies to achieve an integrated service for children with disabilities and/or special educational needs.	✓	
21. Ability to work in partnership with parents.	✓	
<b>General</b>		
22. Ability to implement statutory and Learning Trust policies.	✓	
23. Ability to lift children under five for changing, feeding, comforting, etc.	✓	
24. Ability to implement The Learning Trust's Child Protection Procedures.	✓	
25. Ability to work as part of a team and actively participate as a team member.	✓	
26. Ability to foster good relationships with staff, children and parents/carers.	✓	
27. Ability to implement The Learning Trust's Equal Opportunities Policy.	✓	
28. Must be prepared to work outside normal hours in emergencies.	✓	
<b>Behaviours (from The Learning Trust Behaviour Framework)</b>		
29. Works with others to increase group understanding of the team's goals.	✓	
30. Regularly reviews ways of working to seek improvements.	✓	
31. Challenges discrimination and negativity towards others to create a supportive environment that is open to individual differences.	✓	
32. Is an ambassador for the Trust by being passionate when discussing it's work and goals, and challenges negativity from others.	✓	