

JOB TITLE: Room Leader - Childcare Pathways

1. **Hours:** Full time, 37.5 hrs a week (worked between 8.00am and 6.00pm)
Fixed term 12 month contract
2. **Salary:** £25,758
3. **Responsible to:** Nursery Manager – Childcare Pathways
4. **Job Purpose:**
 - To provide inclusive play and learning opportunities for all children attending the nursery and to maintain a safe, stimulating and enjoyable environment
 - To work with and support the Nursery Manager and Deputy in ensuring that children receive the highest possible standards of care and education.
 - To be responsible for curriculum planning within the nursery
 - To be responsible for supporting the trainees to develop to their full potential.
 - To oversee the planning, delivery and monitoring of the nursery's Early Years Foundation Stage
 - With support from staff, ensure the safeguarding of all children and young people
 - To support staff in the room to complete tasks to support the children's development
 - To work with the manager and deputy manger to ensure staff role model expectations to the trainees at all times

1. Key Targets

Enterprise success	Development of the enterprise, income and expenditure targets, embodiment of values, health and safety, Safeguarding; customer satisfaction, running an effective nursery provision
Trainee success	engagement, personal growth, qualification achievement, positive progression, safeguarding

5. Background:

The Christian Foundation is growing people and communities through social enterprise. The enterprises work to change the world by reducing and utilising waste, growing and cooking healthy food, creating community spaces and energy and supporting families to play and grow together. Our staff teams include young people and volunteers looking for a different way to learn and develop.

The Foundation Childcare Pathways enterprise is responsible for the development and delivery of 3 strands of work with children and families:

- **Childcare:** Providing a range of childcare activities that encourage children's development and address their needs. Our under-fives provision includes crèches, stay-and-play sessions, holiday clubs and other events for school age children.
- **Family Support:** Offering parent support groups, information sharing and mentoring that will increase the support for parents and build networks within the community.
- **Training:** Providing diverse childcare and parenting training for trainees and other clients.

6. Main Responsibilities

- To oversee the planning, delivery and monitoring of the nursery's Early Years Foundation Stage
- To work with and train young people to develop the range of skills needed to run Early Years setting and holiday clubs and achieve relevant qualifications
- To supervise staff and trainees within the room.
- With support from the Nursery manager, ensure the safeguarding of all children and young people
- To share any child protection concerns immediately with the Nursery Manager.
- To act as deputy Senco within the nursery.
- To be aware of children's special educational needs and ensure staff support these children effectively.
- To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental reports also monitoring children's developmental progress and observations undertaken.
- To contribute to and attend his/her supervisions and staff appraisal's.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
- To attend any conferences, training events or meetings as identified by the Nursery Manager and to keep up to date with current good practice.
- To adhere to the nursery's policies and code of practice on confidentiality.
- Support trainees to achieve qualifications and achievements within the setting.
- Support complete room observations, peer on peer observations and audits and trainee progression meetings.
- Support the trainees to complete and understand daily tasks.
- Provide pastoral support to the trainees and staff helping to support their well-being.

- Support to complete administrative duties for the children.
- Monitor observations on Tapestry identifying areas of development that need to be monitored.
- Ensure the standard of the nursery and quality of training and children's experience within the nursery remains at a high standard.
- Help maintain the growth of the nursery.
- Maintain a level of stock and resources within the nursery.
- Organise activities for the children – outings, parties and outside entertainment.

Other responsibilities

- Attend staff meetings as required.
- Ensure the Health and Safety and Safeguarding of all staff and trainees under responsibility
- Maintain positive, professional relationships with all staff
- Promote diversity and equality of opportunity
- Show commitment to environmental issues and reducing waste
- Encourage good relations with the local community
- Effectively represent and promote the Foundation, its vision and values
- Take appropriate responsibility for discipline
- Maintain professional standards of conduct and confidentiality at all times
- Such other tasks as may from time-to-time be requested by the Nursery manager/Directors
- Be proactive in identifying opportunities for extending our work

6. Person Specification

- A minimum Level 3 early years education and childcare qualification and a commitment to obtaining further qualifications as appropriate
- Assessor qualification, or willingness to work towards (details TBC)
- A sound understanding of child development and children's needs with an ability to plan and implement an early years age/stage appropriate curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations
- A sound understanding of Safeguarding including Prevent and the ability to work with multi- agencies and follow safeguarding procedures precisely.
- A sound understanding of child development and children's needs with an ability to plan and implement an early years age/stage appropriate curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
- A sound understanding of Safeguarding including Prevent and the ability to work with multi- agencies and follow safeguarding procedures precisely.
- Ability to communicate verbally and in writing. This includes the ability to

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establish rapport and credibility with parents and the ability to produce clear, concise and well-written reports, e.g. for disciplinaries, business plans for recruitment purposes etc.

- Ability to use Microsoft Office packages effectively and to produce reports and correspondence in a professional and accurate format.
- Ability to prioritise own work and plan in advance for meetings etc.
- Ability to build good partnership working relationships with staff and trainees.
- Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Ability to support the development of his/her team through regular discussion and team meetings which encourage two way communication and sharing of ideas and expectations.
- Ability to communicate in a variety of ways and with people at all levels, and adopt a communication method appropriate for the listener or audience.
- Experience of effective staff management and objective setting, performance management (one-ones, appraisals, feedback).
- Experience of co-ordinating curriculum planning for a childcare and early education setting.
- Pro-active, enthusiastic and self motivated.
- Ability to remain calm under pressure a passion for working with parents, families and children
- Able to work on own initiative
- Demonstrates professionalism in approach to managing all issues
- An ability to engage with parents/carers in respect of their own needs for advice, education and personal development
- Demonstrable and detailed knowledge of current legislation relevant to the Early Years
- A commitment to the Childcare Pathways and MKCF Ethos.