Job Description – Early Years Room Leader

Job Title: Early Years Room Leader
Location: Sexton's Manor Primary School
Working Hours: 8.00am – 4.00pm with 1 hour lunch plus training
Contract: temporary to 31 August 2027 reviewed dependent upon children attending the setting
Responsible to: Early year leaders/ Headteacher
Responsible for: Early Years Practitioners within the designated room

Job Purpose

To lead and manage the day-to-day running of the nursery room, ensuring that all children receive high-quality care, education and learning experiences in a safe, stimulating, nurturing and inclusive environment.

The Room Leader will provide effective leadership and guidance to the room team, promoting high standards of teaching, learning and care in line with the Early Years Foundation Stage (EYFS) statutory framework and the school's vision, values and policies.

The successful candidate will be an experienced and enthusiastic Early Years professional with a strong understanding of child development, a passion for early education and the ability to inspire and lead a team.

Key Responsibilities

1. Leadership and Management

- Take responsibility for the effective day-to-day organisation and running of the nursery room.
- Lead, motivate and support the room team, ensuring high standards of practice and professionalism.
- Allocate responsibilities and deploy staff effectively, ensuring appropriate staffing ratios are maintained at all times.
- Lead by example, modelling excellent practice and positive interactions with children, families and colleagues.
- Support the induction, mentoring and ongoing development of staff, students and apprentices.
- Identify training needs and work collaboratively with the management team to support staff development.
- Promote a positive, supportive and collaborative team culture.

2. Teaching, Learning and the EYFS

- Ensure the effective implementation of the EYFS framework and the school's early years curriculum.
- Provide a stimulating, inclusive and well-resourced learning environment that promotes children's curiosity, independence and development.

- Oversee planning, observations and assessments to ensure children's individual needs, interests and next steps are identified and supported.
- Ensure activities and experiences are purposeful, engaging and appropriate to children's stages of development.
- Monitor the quality of teaching, learning and interactions within the room.
- Support children in developing communication, language, physical, social and emotional skills.
- Ensure children are appropriately challenged and supported to achieve their full potential.
- Promote inclusive practice and ensure children with additional needs receive appropriate support.

3. Safeguarding, Welfare and Health & Safety

- Maintain a safe, secure and welcoming environment for all children.
- Have a thorough understanding of safeguarding and child protection procedures.
- Follow the school's safeguarding policies and report any concerns promptly to the Designated Safeguarding Lead.
- Ensure all staff understand and follow safeguarding, health and safety and welfare procedures.
- Ensure the intimate care plans are in place for necessary children and adhered to.
- Ensure accurate records are maintained, including accidents, incidents, medication and daily checks.
- Promote good hygiene, healthy eating and positive personal care routines.
- Ensure children are supervised appropriately and their individual care needs are met.

4. Relationships with Parents and Carers

- Develop positive, professional and trusting relationships with parents and carers.
- Act as a key point of contact for families within the room.
- Communicate regularly about children's learning, development, wellbeing and daily experiences.
- Support children and families through settling-in periods and transitions.
- Deal with day-to-day enquiries and concerns professionally, referring matters to management when appropriate.
- Encourage parental involvement and engagement in children's learning.

5. Organisation and Administration

- Ensure children's records, observations and assessments are accurate and up to date.
- Oversee attendance records and other required room documentation.

- Ensure resources and equipment are maintained, organised and appropriate for children's needs.
- Contribute to meetings, monitoring, self-evaluation and improvement planning.
- Work collaboratively with the wider school team to support continuity between nursery and the school's Reception provision.
- Undertake any other reasonable duties appropriate to the responsibilities of the role.

Person Specification

Essential Qualifications

- A relevant, recognised Level 5 qualification in Early Years, Childcare or Early Childhood Education, or above.
- A sound understanding of the EYFS statutory framework.
- A commitment to ongoing professional development.
- Relevant safeguarding knowledge and training.

Essential Experience

- Significant experience working within an early years or nursery setting.
- Experience supporting children's learning and development in line with the EYFS.
- Experience of leading, supervising or supporting a team of practitioners.
- Experience of planning, observing and assessing children's progress.
- Experience of working in partnership with parents and carers.
- Experience of maintaining high standards of safeguarding, welfare and care.

Essential Knowledge and Skills

- Excellent knowledge of the EYFS and child development.
- A strong understanding of safeguarding and child protection.
- Ability to lead, motivate and develop a team.
- Excellent communication and interpersonal skills.
- Strong organisational and time-management skills.
- Ability to use initiative, make decisions and solve problems effectively.
- Ability to promote inclusive practice and meet the individual needs of all children.
- A positive, flexible and professional approach.

Personal Qualities

- Passionate about providing high-quality early years education and care.
- Warm, caring, approachable and enthusiastic.
- A positive role model for children and colleagues.
- Reliable, organised and proactive.
- Committed to teamwork and continuous improvement.
- Able to remain calm and professional under pressure.
- Committed to safeguarding and promoting the welfare of children.
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Safeguarding Statement

Sexton's Manor Primary School, is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory references, an enhanced DBS check and any other relevant safer recruitment checks. The successful candidate will be expected to uphold the school's safeguarding policies and procedures at all times.

This job description is not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the needs of the school.