



ROOM LEADER JOB DESCRIPTION

Hours: 37hrs

Purpose of role:

- 1) To work under the direction of the leadership team to ensure high quality practice and statutory compliance in the room.
- 2) To be responsible for the operational management of the room
- 3) To actively model and promote the values and ethos of the school.

Responsibilities specific to the post:

- To have overall responsibility for the planning and assessment for all children in the room
- To ensure the room and outside area is set up and reset each day to a high standard reflecting current learning.
- To liaise between the leadership team and the team in the room disseminating key messages.
- To make time to regularly meet with the leadership team.
- To lead, model and support the implementation of high quality practice and where necessary coach and advise members of the team.
- To mentor and support volunteers and students as and when required
- To complete daily checks/risk assessments, monitor ratios and carry out headcounts, ensuring children are safe and in a clean and secure environment.
- To work with the senior leadership team and external professionals to support children with SEND.

Responsibilities: General

- To build positive relationships with all members of the school community; staff, parents, children and other visitors/volunteers.
- To keep children safe during breakfast, lunch and tea ensuring by being aware of allergies and specific dietary requirements of all children in the room.
- To plan and provide learning activities that are responsive to the needs and interests of all learners and are in line with the curriculum principles.
- To have responsibility for the assessment, recording and monitoring of the needs of allocated children.





- To keep accurate records of allocated children and to regularly review to inform provision.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's progress.
- To ensure the safety and welfare of children at all times.

Individuals in this role may also undertake some or all of the following:

- Provide cover where appropriate.
- Be responsible for the preparation, maintenance and control of materials and resources
- Accompany and supervise children on visits within the community
- Guide and support pupils in their personal, emotional and social development
- Supervise individuals and groups of pupils throughout the sessions as appropriate, including supervision in the classroom, outdoors and designated dining areas
- Support pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual support plans for pupils
- Work with pupils who require adjustments to the daily routine and planned provision

Knowledge

Level 3 early years education and childcare qualification or equivalent
Previous experience of working with young children
Sound knowledge of child development from birth to 5 years
Knowledge of the EYFS
An understanding of play based approaches to children's learning and development
Intermediate knowledge of ICT
Basic knowledge of Health, wellbeing and safety

Competencies

Communication (written and verbal)
Problem Solving
Team working
Active Listening
Motivation
Monitoring
Sensitivity
Resilience

