

## **JOB DESCRIPTION**

**Section:** Childcare Team

**Post:** Senior Nursery Practitioner/Room Leader

**Reporting to:** Nursery Manager/Head of Childcare Services

**Salary:** SCP 13-17

**PURPOSE:** Working as part of the Childcare team across the charity to deliver Quality Teaching and Learning in the Child Dynamix Community Nurseries.  
To lead practice within a given room.  
Working in line with the Childcare Operational and PR and Marketing plans to sustain and grow our Community Nurseries.

### **PRINCIPLE ACCOUNTABILITIES**

1. The post holder will work as a reliable and flexible room leader and deliver the finest quality provision and practice. To participate in one to one and group supervision, performance appraisals and team meetings/training.
2. The post holder will work as a room leader and lead within a given room. The post holder will work as a key worker for a group of children. You will ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parent/carers and wider family. To prepare individual children for their next transition in their journey to school.
3. To maintain and actively promote health, safety and hygiene throughout the nursery, working within the parameters of the company policies and procedures.
4. The post holder will work within the guidance of the Statutory Framework for the Early Years Foundation Stage. (EYFS)
5. To ensure the EYFS-Development Matters is promoted and delivered to the highest standard at all times by leading by example. To monitor progress of all children in line with the EYFS and share information about the child's development with parents/carers.
6. To identify children with additional needs and/or who require additional support. To work alongside SEND and Family Support worker to implement additional activities and set targets for children with additional needs. To partake in additional meetings if required.
7. To assist the preparation and cooking of meals and snacks ensuring that children have a well-balanced diet and all dietary requirements are fulfilled and Food procedures followed

at all times

8. To work in partnership with parents and carers creating opportunities for parental involvement across the setting.
- 9 To keep up to date with mandatory training and developments in legislation and early years, care and education and participate in Continuous Professional Development (CPD).
10. To be involved in the marketing of the Community Nursery to prospective customers. The post holder will need to assist in publicising the service and special events to the local community and wider area.
11. To record and report any safeguarding concerns.

**GENERAL:**

1. The main duties/responsibilities are not too exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
3. The post holder must be flexible to ensure the operational needs of the Child Dynamix are met. This includes undertaking duties of a similar nature and responsibility as and when required
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable cares for the Health, Safety and Welfare of him/herself and other employees in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy

**Environmental commitment** – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

**Health & Safety** - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

**Customer Care** - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

**Equal Opportunities** - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the organisation.

**PERSON SPECIFICATION**

**SECTION:** Childcare

**JOB TITLE:** Senior Nursery Practitioner – Room Leader

**SALARY:** SCP 13-17

	<b>Lower</b>	<b>Median</b>	<b>Upper</b>	<b>How Identified</b>
<b>Relevant Experience</b>	Minimum 1 years' experience of working in an Early years/childcare setting. Experience of planning and assessment in the Early Years Foundation Stage. Experience of working as part of a team.	2 years' experience of working in an Early years/childcare setting. Experience of planning and assessment in the Early Years Foundation Stage. Experience of working as part of a team. Experience in a supervisory role	2 years' experience of working in an Early years/childcare setting. Experience of planning and assessment in the Early Years Foundation Stage. Experience of working as part of a team. 1 years' experience in a supervisory role	Application form, References, Interview
<b>Qualifications</b>	Full & relevant Level three qualification in Early years/Childcare. Relevant qualifications in English and Maths  Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate FGM GDPR	Full & relevant Level three qualification in Early years/Childcare. Relevant qualifications in English and Maths  Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate FGM GDPR	Full & relevant Level three qualification in Early years/Childcare. Working towards level four qualification in Early years/Childcare. Relevant qualifications in English and Maths  Paediatric First Aid Certificate Level 1Safeguarding Level 2 Food Safety Certificate FGM GDPR	Application and at Interview with a request for certificates.
<b>Special Knowledge</b>	<b>Desirable:</b> Basic level of IT skills Early Years Foundation Stage (EYFS) statutory guidance & development matters Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety)	<b>Desirable:</b> Good level of IT skills Early Years Foundation Stage (EYFS) statutory guidance & development matters Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety)	<b>Desirable:</b> Good level of IT skills Early Years Foundation Stage (EYFS) statutory guidance & development matters Knowledge of policies and procedures (Child Protection, Equal opportunities & Health & Safety)	Application form and interview with a request for certificates. References

		Knowledge of Behaviour Management.	Knowledge of Behaviour Management. Knowledge of integrated working Knowledge of Special Educational Needs & Disability (SEND)	
<b>Interpersonal Social &amp; Communication skills</b>	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships.</p> <p>Ability to communicate well with Children and families engaged in the community nursery.</p> <p>Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities.</p> <p>Ability to use own initiative and work as part of a team.</p> <p>To be honest, approachable, warm and friendly.</p>	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships.</p> <p>Ability to communicate well with Children and families engaged in the community nursery.</p> <p>Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities.</p> <p>Motivated to develop and maintain high quality practice.</p> <p>Ability to lead and inspire others.</p> <p>Ability to delegate in an effective and clear manner.</p> <p>Ability to use own initiative and work as part of a team.</p> <p>To be honest, approachable, warm and friendly.</p>	<p>Ability to work in partnership with a range of organisations, maintaining and developing relationships.</p> <p>Ability to communicate well with Children and families engaged in the community nursery.</p> <p>Ability to present information to a group in a clear and coherent way. Ability to adapt information appropriately to differing abilities.</p> <p>Motivated to develop and maintain high quality practice.</p> <p>Ability to lead and inspire others.</p> <p>Ability to delegate in an effective and clear manner.</p> <p>Ability to use own initiative and work as part of a team.</p> <p>To be honest, approachable, warm and friendly.</p>	Application form and interview with a request for certificates. References

***This Job Description and Person Specification conveys a full and accurate description of the job:***

Confirmed By: \_\_\_\_\_ CEO

Accepted By: (Print Name) \_\_\_\_\_ Post Holder

Signature of Post Holder: \_\_\_\_\_

Date \_\_\_\_\_

***Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***