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| **Job Profile****Early Years Room Leader**  |  |

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| **Job purpose:** | Under the direction of the Nursery/Early Years Lead Practitioner to undertake work/care/support programmes to enable access to learning for children and to assist the Nursery/Early Years Lead Practitioner in the management of children in the nursery setting.To give support for SEN children providing particular help for those children with learning difficulties and/or behavioural, social or physical disabilities, as required.The Nursery/Early Years Practitioner may be requested to take responsibility for special educational needs co-ordination, safeguarding co –ordination or early language co-ordination.The post holder will act as the designated Level 3 practitioner/room leader in accordance with Dfe statutory framework for EYFS. |
| **Reporting to:** | Nursery/Early Years Lead Practitioner |
| **Responsible for - Staff** | None |
| **Liaising with:** | Children, teachers, parents, senior staff, visitors to the nursery and school |
| **Grade of post:** | G4 | **Gauge ref:** | A23512 |
| Disclosure level: | Enhanced |

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| **Job Outline** |
| * To deliver the early years foundation stage.
* To supervise and provide particular support for children (aged 0-5), ensuring their safety and access to learning activities.
* To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
* To establish constructive relationships with children and interact with them according to individual needs.
* To provide specialist support to children with barriers to learning
* To promote the inclusion and acceptance of all children.
* To encourage children to interact with others and engage in activities led by all practitioners.
* To provide feedback to parents in relation to children’s progress and achievement under guidance of the Nursery/Early Years Lead Practitioner.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with activity plans
* To plan and deliver learning activities.
* To monitor children’s responses to learning activities and accurately record achievement/progress as directed.
* To provide feedback to Nursery/Early Years Lead Practitioner on children’s achievement, progress and problems.
* To promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* To take responsibility for groups of children on visits, trips etc under the supervision of the Nursery/Early Years Lead Practitioner teacher as may be reasonably directed.
* To be committed to safeguarding children at all times and follow associated procedures.
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| **Other Specific Duties** |
| To carry out the duties in the most effective, efficient and economic manner available.To continue personal development in the relevant area.To participate in the staff review and development appraisal process. |
| **Health and Safety Training** To undertake Health and Safety Training on areas within the designated work area. |

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| **Person Specification / Selection Criteria Early Years Room Leader** |  |

**A. Experience**

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|  | **Essential** | **Desirable** | **Source**A = ApplicationI = InterviewR = ReferencesT = Task/ObservationP = Presentation |
| Experience of working and interacting with children (aged 0-5) with varying learning needs | E |  | A, I |

**B. Training and Qualifications**

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|  | **Essential** | **Desirable** | **Source** |
| A full and relevant NVQ level 3 in Early Years/Child Care or Play Work **or**A full and relevant Level 3 Teaching Assistant qualification that was achieved in the Early Years Foundation Stage of a maintained provision.  | E |  | A, I |
| Basic level of literacy & numeracy | E |  | A, I |
| Willingness to undertake further relevant teacher assistant training |  | D | I |
| Willingness to undertake basic first aid |  | D | A, I |
| Willingness to undertake safeguarding training | E |  | A, I |
| To have attended at least one of the following: ELKLAN, ECAT, toddler talk, letters and sounds or SENCO training |  | D | A, I |

**C. Knowledge and Understanding**

 Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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|  | **Essential** | **Desirable** | **Source** |
| Knowledge of basic Health and Safety  |  | D | A, I |
| Basic knowledge of how to use ICT to support learning | E |  | A, I |
| Understanding of how to use relevant equipment/resources | E |  | A, I |
| Some knowledge of children’s games and activities | E |  | A, I |
| A knowledge of the national/foundation stage curriculum and other basic learning programmes |  | D | A, I |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation |  | D | A, I |
| Basic understanding of child development and learning processes |  | D | A, I |

**D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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|  | **Essential** | **Desirable** | **Source** |
| Ability to communicate with and relate well to pupils and adults | E |  | A, I |
| Ability to work under supervision and as a team member | E |  | A, I |
| Ability to work in accordance with the schools health and safety policies | E |  | A, I |
| Ability to deal with minor injuries |  | D | A, I |

**E. Legal Issues**

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|  | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |