



OPERATIONAL PLAN STANDARD 1 – Suitable Person

Supporting Documentation SF1.7 Job Description for Senior Early Years Practitioner Room Lead

**Senior Early Years Practitioner – Room Lead**

Description of Role and Responsibilities

**Location:** Kaleidoscope Nursery, East Mill Lane, Sherborne, Dorset, DT9 3DR

**Accountable to:** Kaleidoscope Management Team

**Purpose of Role:**

In the nursery we have 3 levels of Senior Early Years Practitioner:

- Senior role with overall room leader responsibility (Room Leader)
- Senior role with many of the functional responsibilities but not overall leadership and management of the room (Assistant Room Lead)
- Senior role with no room leadership responsibility (Key Holder)

The role of the Room Leader is to ensure all children attending Kaleidoscope Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. In addition to childcare duties, the Room Leader is responsible for the day to day management of the playroom in terms of ensuring the nursery’s operational objectives are met. The Room Leader will be responsible for staff working within that room, in accordance with the requirements of the Children’s Act 2004, local authority and OFSTED requirements and nursery Policies and Procedures. The nursery will ensure that you are given appropriate guidance and ongoing instruction and training to be able to fulfil this role.

Profile of Ideal Candidate:

Attributes	Criteria	Desirability
Education and Training	Educated to GCSE level with passes in four or more subjects two of which are English and Maths	Desirable
	Childcare qualified to Level 3 / 4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE)	Essential
	Training in the Early Years Foundation Stage	Desirable
	Training in child protection and safeguarding children	Essential
	Training in behaviour management	Essential
	A recent paediatric First Aid certificate	Essential
	Fluency in written and spoken English and an ability to write reports as directed by the manager	Essential
Relevant Experience	A minimum of 1-2 years post qualifying experience with, preferably, at least one year in a senior position or in a role that has some exposure to senior responsibilities	Essential
	Experience of working with children 0-5 years	Essential
	Experience of working in a high quality setting, e.g. Ofsted “outstanding”	Desirable
	A working knowledge of the key person role	Essential
General and Special Knowledge	An understanding of children’s development and their needs	Essential
	An appreciation of customer care skills when dealing with parents	Essential
	An awareness of Equal Opportunities issues	Essential
	An awareness of Health, Hygiene and Safety in the workplace	Essential
	An awareness of special needs and requirements	Desirable
	A willingness to self-improve and develop childcare skills. Training will be provided in the form of on-going refresher courses, in house training and e-learning courses (via Flick)	Essential
Skills and Abilities	Exposure to management skills such as staff mentoring and guidance, meeting deadlines, efficiently organised	Desirable
	The ability to form and maintain appropriate relationships and personal boundaries with children	Essential



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	To ensure that high quality childcare is provided at all times by nursery employees, ensuring the safety, security and well-being of all children registered with the nursery	Essential
	To promote an effective team environment and to promote best practice	Essential
	To promote continual personal development and learning amongst employees	Essential
	An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up resources	Essential
	Emotional resilience in working with challenging behaviours	Essential
	A positive attitude to use of authority and maintaining discipline	Essential
	Able to communicate effectively with adults and children	Essential
	Good organisational skills	Essential
	A willingness to learn and abide by the nursery policies and procedures	Essential
	Able to work under pressure	Essential
	Able to demonstrate reliability and initiative	Essential
	A professional attitude and manner	Essential
	Being comfortable with writing reports, observations and Dayshare entries	Essential
	An enthusiastic approach to work	Essential
	Flexibility to cope with the changing needs of the nursery	Essential
	The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies	Essential
	A willingness to adhere to the nursery code of conduct	Essential
Acknowledge and Observe Our Values	<p>Be a role model for your colleagues</p> <p>Be trustworthy and honest to reflect the values of the nursery</p> <p>Reflect on your practice and look for ways to improve</p> <p>Be proud of the fact that we are an OFSTED “outstanding” nursery</p> <p>Act with integrity and trust</p> <p>Have respect for each other</p> <p>Everyone matters regardless of gender, race, culture, age, capability, orientation or religion.</p> <p>Parents and carers are our partners in the outcomes for their children</p> <p>Be safety conscious at all times</p> <p>Don’t procrastinate, deal with important issues straight away</p> <p>Consult colleagues and management</p> <p>Have a positive attitude towards others and your work</p> <p>Keep your sense of humour even when times are difficult</p> <p>Think about what you are saying and the consequences to others</p> <p>Treat others how you would like to be treated yourself</p> <p>Be sensitive about what you say in front of the children</p> <p>Always remember you are part of a team</p> <p>Make time to acknowledge and greet colleagues</p> <p>Be considerate to other staff</p> <p>Be respectful of other’s property</p> <p>Always ask before borrowing items from other rooms and don’t forget to return what you have borrowed</p> <p>There’s always time to chat to colleagues but remember to put the needs of the children first</p> <p>Be imaginative and proactive in the garden when setting out activities for the children</p>	

Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards.



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Your role will be set out in this job description, but please note that the management team reserve the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive. Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

**Personal and Leadership Responsibilities**

- Overall to manage the room, by example to others and thereby promote respect for the role. Your staff will learn and perform by how you perform your own role on a day to day basis
- Ensure you are familiar with and follow all key policies and procedures and ensure that your staff are all familiar with and follow those policies and procedures that relate to your room and area of the nursery
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to. In relation to sickness and absence help Kaleidoscope Management Team to ensure you have adequate cover, and that everyone is informed
- Ensure that when leaving the room for other activities or purposes, that staff are aware of where you are going and the duration. When leaving the room, ensure that it will not compromise the existing staff or impose undue pressure on their abilities to perform their duties
- Ensure that supervisions are carried out on a regular basis to assist staff with their development
- Ensure that conversations or actions that take place amongst your staff that could be relevant to disciplinary action needing to be taken by the nursery or incidents that are significant (positive and negative), are recorded and kept confidential and secure
- Ensure that the appropriate recognition is given to staff who perform well or carry out their duties over and above what is expected
- Carry out on-the-job training and coaching for employees
- Provide ongoing support and mentoring of students
- Provide induction training and monitor the progress of new employees
- Actively encourage the continual development of best practice
- Proactively contribute to effective team working and foster open and honest communication amongst all employees within the business
- Commit to on-going personal learning and development and attend on and off-the-job training as appropriate
- Work in partnership with early years professionals, for example Health Visitors and SEN services
- Within reason, to comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away. This includes requests from the nursery to work long days (9 hours) from time to time
- To ensure your staff adhere to the nursery policies regarding personal health, hygiene, dress code, punctuality, sickness and absence, tattoos, piercings and general grooming
- To ensure staff issues and complaints are dealt with promptly and accurately
- Ensure management are informed and consulted where relevant
- Manage regular room meetings and ensure that minutes are taken and copies given to the Management Team
- Ensure that effective communication takes place with all members of your team
- Attend and take part in staff meetings
- Ensure all room jobs are performed in line with the demands for the beginning and end of the day
- Inform the office of any late collections, absences or early arrivals
- Find someone on the Senior Management Team that you trust and ensure that you take any pertinent issue to them in a timely manner, so that your issues can be dealt with
- Ensure that your time is used wisely; make the most of time management so that you can complete your responsibilities
- Complete regular updates to the Self Evaluation File
- Inform the kitchen, daily, of accurate numbers for meals and snacks and update if changes occur



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**Childcare and Curriculum**

- Deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines
- Record appropriate planning
- Follow the principles of ‘Incredible Years’ as directed by trained members of staff
- Observe each child’s progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage
- Follow the policy of expectations that outlines expectations for observations and planning
- Ensure that ‘Wellcomm’ is carried out regularly for all your key children
- Ensure that your own key children’s learning journeys / observations and those of your staff are up to date and maintained at the required quality level
- Ensure that you have a clear understanding of the settling of new children into your room as well as the transfer of children from your room to others in the nursery, or those going to school
- Ensure that all employees provide high quality childcare at all times
- Ensure that employees attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development
- Support the children in serving their food, milk, drinks and snacks and encourage good nutrition and sociable eating
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Ensure you have and communicate a completed and up to date care routine for each of your key children, if applicable
- Ensure that all employees maintain an attractive, stimulating and reassuring environment for children inside and outside
- Action and monitor all child protection issues and accidents to ensure that any remedial action is taken immediately
- Maintain accurate records for all children including attendance registers
- Understand and participate in the key person system
- Deal with accidents and incidents and inform parents via the correct reporting process
- Ensure children have adequate access to the garden and outside trips
- Accurately record medication requirements and administer directed dosage in accordance with instructions from Parents and medical professionals
- Update office if allergies or medications change
- Inform kitchen of any absences in your room, especially if alternate meals are being provided

**Parent and Carer Responsibilities**

- Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery
- Assist and attend regular parent meetings and events
- Ensure parents are familiar with the security and procedures surrounding drop off and collection (passwords etc.)
- For all new parents, welcome them, explain the procedures for settling in sessions, set them up with EYFS tracker on IPad and give an update on their child before they go
- Conduct same day call backs for any absent children
- Provide feedback and daily reports to parents about their child’s day at the nursery
- Inform parents when their child is sick or not their normal self
- Ensure you know what is going on at home that may have an effect on the child’s behaviour or mood when they are at nursery
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child and ensure that your Designated Safeguarding Lead is informed
- Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child
- Keep the office informed of child absences or holidays. Ask parents about any likely absences and request that parents send confirmation of proposed absences to the office



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#### **Room and Premises Responsibilities**

- Ensure that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency
- Ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our on-going objective
- Ensure that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate
- Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an on-going resource plan.
- Clean obvious marks or spillages (doors, floors, walls etc.) as soon as they happen, within reason
- Ensure any signs, pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards
- Make sure rooms, toilets and corridors are left clean, tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- Ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity, or as soon as possible
- Ensure displays are changed regularly and in line with themes and seasons
- Ensure everything in the room that needs to be is appropriately labelled
- Ensure that appropriate signage is displayed correctly e.g. fire evacuation
- Answer the phone or entryphone system as appropriate
- Take responsibility for the cleanliness of any shared area that you are using, ensuring that they are left in the same condition that you would like to find them
- Follow guidelines on 'Communication Friendly Spaces' when setting up learning environments
- Ensure your room has the correct and in date First Aid kit

#### **Health and Safety Responsibilities**

- Help maintain the safety and security of all children, employees and visitors to the Nursery
- Understand and abide by the Health and Safety at Work Act 1974
- Help carry out regular assessments to ensure all nursery Health and Safety procedures are adhered to
- Ensure the cleanliness of the children at all times
- Ensure Accident and Incident records are maintained correctly
- Ensure that any health and safety concerns are reported to the office in an accurate and timely manner
- Ensure child registers are kept correctly

#### **Paperwork**

This is a summary of the most popular paperwork which relates to the activities detailed above. Much of this paperwork is statutory and regulated by Ofsted, so is an essential part of what we are required to do. Please ensure paperwork is accurate, up to date, neat and tidy, correctly spelt and well written. If you have any reservations about your abilities with paperwork (such as dyslexia) then please have your work checked by the office or other suitable team member.

- Child profiles and observations
- Memory books
- Risk assessments
- Policies and procedures
- Nappy charts and changing procedures
- Medication forms
- Parent Handover Forms
- Accident and incident reports
- First Aid Checklists
- Registers
- Permission forms (outings paperwork)



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- Room displays
- Cleaning rotas, toys, bins etc
- Snack and Meal information via Dayshare
- Track and log parental observations

**Differences between the Senior Practitioner-Key Holder, Senior Practitioner-Assistant Room Lead and Room Leader**

**Roles**

The Senior Practitioner roles were created to provide a promotional path to those members of our qualified team who have excelled in their roles and who have shown the ability to develop their skills and knowledge. We generally aim to promote from within the nursery and the Senior roles provide a good grounding in the skills required to be Room Leader. The key differences between these roles are as follows:

- A Senior Practitioner (both Assistant Room Lead and Keyholder) would not have overall decision-making charge of the room. In the absence of the Room Leader though, key decisions for the room should be made by the Assistant Room Lead in collaboration with management
- An Assistant Room Lead supports the Room Leader in being ultimately accountable to management for the strategic and operational management of the room and to ensure plans, policies and procedures are carried out
- A Senior Practitioner is not ultimately responsible for the weekly activity programme in the room, but an Assistant Room Lead will contribute towards its structure
- A Senior Practitioner is not required to attend management meetings but the Assistant Room Lead would be asked to stand in should the Room Leader be absent
- A Senior Practitioner is not required to have the same responsibility as the Room Leader for staff management tasks such as mentoring, training, induction, although both Assistant Room Lead and Keyholder will be asked to participate as appropriate
- A Senior Practitioner is not required to organise and run room meetings, but in the absence of the Room Leader, the Assistant Room Lead may be requested to do so
- A Keyholder is required to manage their time to include other management responsibilities that the Assistant Room Lead and Room Leader do not cover, including kitchen and Security responsibilities as detailed above
- All Senior roles should take accountability for the ongoing progress of their rooms, including but not exclusively; the general welfare of the children, being Ofsted ready, having paperwork up to date and the general maintenance and cleanliness of facilities