Inspire Education Group | Peterborough College

JOB DESCRIPTION	
JOB TITLE	Nursery Room Leader
PAY/GRADE	Point 16, £21,878 per annum (£23,651.89 pro rata)
HOURS	40 hours per week, all year round
REPORTS TO	Nursery Room Leader
LOCATION	The College Nursery, Peterborough College

JOB PURPOSE

To ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery, particularly within the age range of children in the room. Supervising a small team of staff.

MAIN DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to the following areas:

- Provide a high standard of quality care and education in accordance with nursery policies
- Formulate and operate a programme of activities suitable to the age range of children in the room
- Ensure the team prepare children's records and liaise with parents on reviews three times a year
- Support all staff and ensure all duties are delegated fairly
- Work with the team to provide a high standard of quality care and education
- Ensure all room staff work within the nursery policies and procedures at all times
- Effectively allocate key children
- Conduct show rounds and promote the nursery
- Ensure good communication within the team including holding monthly team meetings
- Work with the nursery team to identify children potentially with special educational needs promptly and discuss concerns room SENCo
- Take on additional responsibilities as designated by nursery manager when required
- Responsible for supervision of the team's daily duties, supervisions and performance reviews
- Act promptly to address any concerns in the room and inform nursery manager of ongoing issues
- Support nursery nurses to develop effective relationships with parents
- Give clear direction to nursery assistants and support nursery nurses to give clear direction to nursery assistants
- Deputise for Deputy Nursery Manager and Nursery Manager when required
- Work within the Early Year's Foundation Stage Framework

OTHER

- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety

• Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults • Undertaking any other duties and responsibilities commensurate with the level of the post as required	
TERMS AND CONDITIONS	
Contract	Fixed Term – Ending November 23
Pension	Local Government Pension Scheme
Holiday	30 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period.
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
Working Arrangements	Normal working hours of 8.00am to 6.00pm Monday to Friday.
APPLICATION PROCESS	
Applicants should complete the College's online application form	
https://ieg.ac.uk/jobs/	

PERSON SPECIFICATION
Nursery Room Leader

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	**E**	**D**				
Level 3 childcare qualification	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
First Aid Certificate		D	✓			
Food Hygiene Certificate		D	✓			
Child Protection Training		D	✓	✓		
EXPERIENCE						
Significant experience in a day care setting working with children across a range of ages 0 - 5	E		✓	✓	✓	✓
Experience within a supervisory role within a day care setting	E					
Experience of working with special needs children		D	✓	✓	✓	
Experience of dealing with Safeguarding concerns		D				
Experience of conducting risk assessments						
Experience of dealing with third parties e.g. speech and language agencies or psychologists		D				
KNOWLEDGE						
In-depth knowledge of EYFS and child development	E			✓		
Significant knowledge of Ofsted requirements for the provision of safe care to children	E			✓		
Knowledge of Health and Safety requirements for the environment in which children are cared for	E			✓		
Knowledge of key worker system	E			✓		
Commitment to updating skills and knowledge	E			✓		
KEY SKILLS						
Excellent communication and interpersonal skills with the ability to communicate well with young children, parents and staff	E			✓		
Ability to lead and motivate a team		D		✓		
Able to plan and manage own and others work load	E					
Highly effective supervision skills	E					
Good IT skills – Able to use Microsoft Office (Word and Excel) and e-mail		D				
Strong personal commitment to an understanding of equality of opportunity and diversity and its delivery	E					
Understanding of confidentiality and ability to apply to the role	E			✓		
Enthusiastic and motivated	E			✓		
Team player and also able to work on own initiative	E			✓		
Ability to make decisions	E			✓		
Time Management and Planning skills	E			✓		
Administration and organisation skills	E			✓		
OTHER						
Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓		
Committed to safeguarding and promoting the welfare of children and young people	E			✓		

Commitment to the IEG's core values	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References