

Job description: Room leader and Supervisor
Responsible to: Owners



Key Duties and Responsibilities

- To manage and oversee the running of the Pre-school, ensuring the safety and well-being of all children that attend.
- To lead and manage the team of staff working in the pre-school. Including staff inductions, staffing rotas, leading staff meetings, staff mentoring, identifying staff training needs; staff supervisions and staff appraisals.
- To give staff the appropriate resources and time to be able to fulfil their duties,
- To complete a supervision and appraisal system for all staff working or volunteering at the preschool and participate in the supervision and appraisal system of own performance.
- To be the first point of call for our 1:1, to give advice, support etc
- To liaise with staff and management as to what needs doing and expectations
- To organise day to day staffing and timetabling of staff ensuring equal distribution of roles.
- To ensure that good communication is upheld between management and staff and parents and children.
- To be counted in ratio and potentially be a key worker if needed
- To induct new children into the preschool using our settling in procedures and conduct open days and show rounds for prospective parents.
- To plan, lead, and develop a quality EYFS curriculum ensuring stimulating and varied play and learning opportunities for all the children specific to their individual needs including carpet sessions.
- To organise and implement different reporting procedures ie parental meetings, report writing etc.
- Ensure understanding and appropriate implementation of the preschool's Policies and Procedures.
- To report to and liaise with the preschool owners on all relevant aspects of the Preschool by attending regular meetings.
- To guide and support staff in implementing the EYFS and the welfare requirements, by meeting with teams, individuals or whole staff as appropriate to give advice on planning for their key children, teaching and

the evaluation of outcomes.

- Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice.
- To, in the future, be involved in the planning and implementation of parental information afternoons/evenings.
- Undertake any other duties as may be reasonably required by the Owner/Manager.

Person Specification

Job Title: Preschool Room leader and Supervisor

Essential criteria	Essential	Desirable	Assessment method
Level 3 and above or full and relevant qualification related to early years/teaching	Yes		Application form/certificate
Qualified to Degree Level with Early Years Teacher or QTS		Yes	Application form/certificate
Paediatric First Aid Training		Yes	Application form/certificate
Level 2 Food Hygiene Training		Yes	Application form/certificate
Safeguarding Children Training SSCB Working Together to Safeguard Children		Yes	Application form/certificate
Safeguarding Children Training SSCB Foundation Modules 1 and 2 SSCB Managing Allegations Against Staff and Volunteers		Yes	Application form/certificate
5 years+ experience of working with children aged 2 to 5 years of age in a early years setting	Yes		Application form/reference

A clear understanding of how young children learn and the ability to plan for effective and high-quality teaching and learning in the Early Years Foundation Stage	Yes		Application/reference form/interview
Experience of line management and leading a team of staff.	Yes		Application form/reference/interview
Knowledge, understanding and experience of child development	Yes		Application form/Interview
Understanding of the importance of safeguarding and promoting the welfare of children	Yes		Application form/Interview
Ability to work within a team	Yes		Application form/reference/interview
Experience of supporting children with additional learning needs SEND and English as an additional language		Yes	Application form/Interview
Experience of dealing with difficult behaviours	Yes		Application form/reference/interview
Knowledge and experience of implementing health and safety procedures	Yes		Application form/Interview
To be committed to equality, diversity and the inclusion of all	Yes		Application form/Interview
To be able to communicate clearly both orally and in written English	Yes		Application form/Interview
To be committed to continual personal and professional development.	Yes		Application form/Interview
Approachable with good interpersonal skills when dealing with children and adults	Yes		Application form/Interview
Well-organised, enthusiastic, energetic and reliable	Yes		Application form/reference/Interview
Values and respects the views of children	Yes		Application form/Interview

Self-motivated and able to take initiative and responsibility	Yes		Application form/Interview
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