



JOB DESCRIPTION:

2-3s Lead (Room Leader)

HOURS OF WORK: 39 hours per week to be worked normally between the hours of 7.45am and 6pm, Monday to Friday. Some evening and occasional weekend work may be required to attend meetings and training events.

RESPONSIBLE TO: Centre Manager

RESPONSIBLE FOR: Early Year Specialists, and/or other Childcare Workers, Students, Trainees and Volunteers as directed.

SALARY: ECCC Bands 8-12 (£23,322 - £25,350)

Purpose of the job

To co-lead the team within our Sunshine room with children aged 2-3 years of age. To ensure that all children and families feel a sense of belonging and inspire their learning through our rich curriculum that encourages children to build a sense of community. To assess development areas for the room, formulate action plans and implement and record progress. To develop one's own leadership and management abilities and undertake all line management responsibilities for room staff, including supervising the team, supporting their continued professional development, and modelling good practice. To take on specific areas of responsibility within Sunshine and where appropriately in the Centre as a whole. To work as a member of the senior staff team to improve service quality and continuously develop policy and practice.

Main duties

I. Delivery and Implementation

- I.1 To ensure that one's own practice supports effective delivery of the EYFS, Centre policies and registration requirements and to support other staff to do the same.
- I.2 To work in a way that actively challenges discrimination and promotes equal opportunities and inclusion.
- I.3 To keep up to date with emerging best practice and to reflect this in one's own professional development.

- 1.4 To ensure that Sunshine is a healthy & safe environment for adults and children and that all health and safety requirements are complied with.
- 1.5 To take on specific administrative and operational duties within the room as directed.
- 1.6 To maintain consistent and appropriate contact and communication with parents and carers. To create opportunities for parents and carers to have meaningful input into decisions that affect their child and to participate in the life of the Centre more generally.
- 1.7 To ensure that resources are well maintained and that Sunshine is a clean and attractive space. To monitor the condition of toys and equipment in terms of safety, hygiene and correct storage, ensuring that broken toys are repaired or disposed of and action is taken on general maintenance issues as required.

2. Management and Leadership

- 2.1 In conjunction with the co-Room Leader, to devise a development plan setting out clear goals and targets in relation to the early years practice in Sunshine.
- 2.2 To be active and responsible in relation to one's own continuous personal and professional development in the role including through evidencing reflective practice, active and constructive engagement with supervision and training and to respond constructively and pro-actively to areas identified with the Director/Centre Manager as areas for Centre development and improvement.
- 2.3 To make a significant contribution to maintaining the Centre's 'Good' Ofsted rating and work towards achieving Outstanding.
- 2.4 To supervise and support other staff, students, trainees and/or volunteers.
- 2.5 To support the other members of the senior team and play an active role in the strategic development of the Centre.
- 2.6 To provide leadership and supervision to the Sunshine team.

3. General / Development

- 3.1 To be communicative, accountable, responsible and supportive in relation to colleagues at all levels and to actively contribute to a positive working environment.
- 3.2 To be responsible for opening and locking up the Centre ensuring that all relevant tasks and checks are completed.
- 3.3 To respond positively and constructively to instruction and direction.
- 3.4 To work in line with professional expectations at all times.

This list is indicative rather than exhaustive. The post-holder is expected to undertake any other tasks deemed by the Director/Managers or the Trustees to be in line with the purpose of the job and commensurate with the post-holder's responsibility within the organisation.