**Job Description and Personal Specification**

**Role:** House Lead for Under 3’s

**Responsible to:** Nursery manager, Deputy nursery manager, Senior Nursery Manager, Director of Children’s Services

**Job Purpose:**

To ensure a high standard of physical, emotional, social and cognitive care for children placed in the nursery.

**Responsible for**

Supervises Nursery Practitioners, Nursery Assistants Students and Volunteers

**Contacts**

The job holder has extensive contact with children, which involves care and development information is regularly exchanged with nursery staff, parents/carers and at times representatives of other agencies e.g. Health, Social Care and the Nursery Management Team to report/discuss problems. The job holder will assist with support and development for unqualified childcare staff and other colleagues. Establish support and positive relationships with children and their parent carers

**Duties and Responsibilities:**

* The Room Leader is responsible for ensuring that staff and students are aware of the expectations of the nursery and gives support and advice when needed
* Ensure that activities should be planned carefully so that everyone knows and understands their role
* Being a positive role model for other childcare staff, students and children
* Ensure that the key worker system in place is a working tool for members of staff to take responsibility for individual children
* Ensure that a regular daily health & Safety check of the room is undertaken and that all policies and procedures of the nursery are implemented and any problems are reported to the Nursery Management team
* Ensure records of all accidents and incidents are recorded, ensuring that the Nursery Management team is notified of any serious incident
* Ensure that all staff are aware of the dietary and medical needs of each child and that the proper procedures are followed in regards to medication
* Attend regular management meetings and ensure that staff in the room are aware of matters arising from meetings
* Ensure that you have knowledge of the Safeguarding Policy and reporting procedures
* Ensure that a programme of wide ranging activities suitable for the age and development of the children in your care is carefully planned and recorded. Monthly planning to be discussed with senior management team. Ensure that observations and assessments are utilised to inform future planning and ensure that records of children’s development in your groups are maintained and kept up to date
* Ensure that children with Special Educational Needs are fully integrated into the group and have equality of opportunity following the Nursery SEN Policy and procedures
* Ensure that confidentiality is maintained in regards to all children and their families using the Nursery
* Ensure that good relationships are maintained with parents/carers at all times. Supporting parents with parenting skills when needed and ensuring that parents are fully informed of their child’s progress.
* Ensuring the room is cleaned by staff to a high standard.

Please note: This job description outlines the main duties within your role; however our organisation is continually evolving and management may ask you to undertake other duties outside of this job description and in line with the needs of the department at the time. Your flexibility in this post is therefore essential as this helps us to improve and drive positive change.

**Special conditions**

The jobholder is based in a childcare setting and there is regular background noise. The work involves some crouching, stretching or working in constrained or awkward positions e.g. when dealing with children. There may occasionally be the need to deal with body fluids when giving personal care to children and there is a requirement to wear protective clothing.

**Health and Safety**

* Assist in ensuring that the setting is a safe environment for children
* Assists senior staff in implementing Health & Safety checks and Risk Assessments
* Assists in ensuring high standards of cleaning and hygienic procedures
* All individuals have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications and knowledge** | | | **Essential** | **Desirable** |
|  | To hold NNEB Diploma, NVQ level 3 or equivalent approved course of practical and theoretical training in the care of young children and a minimum of two years’ experience. | | **√** |  |
|  | Knowledge and experience of quality standard accreditations and working within an environment where these are held | | **√** |  |
|  | Knowledge and understanding of confidentiality and Data Protection principles and practice | | **√** |  |
|  | Experience of safeguarding principles and practice | | **√** |  |
|  | To have good IT skills | | **√** |  |
| **Experience** | | | | |
|  | Experience of building and maintaining effective relationships/contacts | | **√** |  |
|  | Good organisational skills | | **√** |  |
|  | Good verbal, written communication, and interpersonal skills | | **√** |  |
|  | Able to work on own initiative and as part of a team | | **√** |  |
|  | Commitment to personal professional development | | **√** |  |
|  | Excellent knowledge and working practice of the Early Years Foundation Stage | | **√** |  |
|  | To be competent in planning, preparation and evaluation of activities suitable for early years children using a variety of skills and strategies to deliver effective activities | | **√** |  |
|  | To be able to maintain and keep all records up to date of planning and evaluation for early years children | | **√** |  |
| **Personal** | | | | |
|  | A positive approach to working with colleagues and partner agency staff | | **√** |  |
|  | Can evidence an understanding and commitment to the principles of Equal Opportunities. | | **√** |  |
|  | Professional and diplomatic approach | | **√** |  |
|  | Motivated and inspirational able to communicate ideas and information | | **√** |  |
|  | Good time keeping | | **√** |  |
|  | Able to set a relaxed and friendly atmosphere in the nursery | |  | **√** |
|  | Dealing with complaints/requests with professionalism and patience. | | **√** |  |
|  | Resilient and able to deal with a high-pressure environment. | | **√** |  |
|  | Willingness to undertake appropriate training and education as part of a commitment to continued professional development. | | **√** |  |
| **Terms and Conditions** | | | | |
| a) | Term | Permanent position | | |
| b) | Salary: | YMCA Salary | | |
| d) | Leave | 5 weeks annual leave per year, plus statutory bank holidays pro-rata. | | |
| e) | Probationary Period | 6 months | | |
| f) | Company pension | YMCA Brunel Group complies with the governments Auto-enrolment Pension initiative where eligible employees will automatically be enrolled into the YMCA’s Stake Holder Pension Plan.  For non- eligible employees the post holder may request to become a contributory member of YMCA Group Stake Holder Pension Plan following completion of three months continuous service. | | |
| g) | Termination of Employment | 4 weeks | | |