



The governors of Our Lady Immaculate Catholic Primary School wish to appoint a committed and enthusiastic person to the post of Two Year Old Room Leader

Grade: 3

Spinal points: 15 to 20 (£16,772 to £19,238)

Job Description

Purpose of the position

The Two Year Old Room Leader will oversee the operation of their room to the highest quality standard, ensuring that the best possible environment and care are provided for young children to explore, learn and develop.

The Two Year Old Room Leader will be expected to work with the Nursery Lead and the Senior Leadership Team to provide high quality, flexible childcare for families from the local communities.

Main Responsibilities

- To be responsible for and oversee the day-to-day management, organisation and smooth running of a room.
- To work and liaise as part of the EYFS team on a daily basis.
- To ensure Ofsted Early Years Foundation Stage Requirements are met and provide a high quality inclusive childcare service for children.
- Responsible for management and supervision of all staff and volunteers in the two year old provision.
- To ensure the EYFS curriculum is promoted and delivered within the setting and the principles of effective learning are applied.
- To be responsible for own Key Worker group to keep children's records and learning journeys up to date and use next steps in planning and observation.
- To keep a register and up to date records of all children using the two year old provision and to give regular feedback to parents about their child's development and progress.
- To have a key role in planning and monitoring of the two year old provision and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- To promote inclusion and equality.

- To demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Room Leader will need to make judgments about the delegation of tasks and responsibilities to other staff in their room.
- The Room Leader will work alongside the Nursery Lead teacher to develop day to day planning in the two-year-old provision and for the use of other resources. Also for ensuring that the two year old provision is clean, safe and welcoming for families and staff.
- To maintain equipment and resources in the two year old provision.
- The Two Year Old Room Leader will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued, and The Two Year Old Room Leader must be approachable, friendly and able to communicate effectively at all times.
- It is expected that the Room Leader will effectively liaise with the school SENCO and external agencies to support the individual needs of pupils and their parents.
- To provide data/monitoring information and reports as requested.
- To complete the 2 year old check and work with external agencies as necessary.
- To attend meetings with other relevant professionals and organisations. Communicate with staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust, NHS Trust, Local Authority and a range of voluntary /private sector organisations and Day Care providers.
- The Two Year Old Room Leader must follow school policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.
- To carry out any reasonable task as requested by the Headteacher.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Applications should be made in writing to Bishop T A Williams, Chair of Governors, at the school address. Electronic applications are welcomed to admin@oliprimaryschool.co.uk marked for the attention of Bishop Williams. Visits to the school are highly recommended and should be booked by contacting the headteacher, Mrs C Sergeant, on 0151 260 8957.

Closing date for applications:	7 th March 2017 at 12 noon
Shortlisting will take place on:	13 th March 2017
Interviews will take place:	week commencing 20 th March 2017.