# Job Description: Room Leader

**Reporting to:** Nursery Manager

**Contract:** Permanent

**Working Pattern:** Full-time

**Salary:** Competitive

**The Role**

* To lead provision for children in allocated room
* To ensure a high standard of physical, emotional, social and intellectual care for all children in their care
* To ensure all children are safeguarded and their welfare and safety is promoted
* To provide an enabling environment in which all children can play, learn and develop
* To have the skill, creativity, commitment, energy and enthusiasm required for leading room practice

**Key Responsibilities**

* Amending planning daily in line with child interest, teachable moments and needs of the children
* Communicating with Nursery manager about any resources needed to implement curriculum
* Model participation in planning meetings
* Lead implementation of planning in the room across the week
* Plan out environmental enhancements with room team and lead on creation of these in line with project planning
* Lead 'look and feel' in room, giving feedback to staff if they are not aligned with vision
* Support staff to implement the 'Ark Start way'
* Leading setting visits for children joining their room
* Completing show arounds for prospective parents
* Meet with parents alongside play partner if needed to support difficult conversations
* Ensure welcoming and open culture with parents
* Be aware of services and support for families and signpost where appropriate
* Model professionalism and escalate any concerns
* Model all policies being followed in room
* Ensure staff are following policies and procedures and escalating any issues or concerns
* Ensure that opening and closing checklists are completed daily
* Report any procedural issues around compliance to the Nursery Manager
* Keep Famly updated
* Support staff in room to write initial concerns
* Alongside the SENDco, write IEPs
* Support staff to implement IEP targets
* Escalate where additional support is required

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark Start data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy
* Work with colleagues and other nurseries and schools in the Ark network, to establish good practice, offering support where required.

**Person Specification: Room Leader**

**Qualifications**

* Level 3 Diploma in Early Years Education and Care

**Knowledge, Skills and Experience**

* Experience and knowledge of early child development
* Sound knowledge of the legislation and guidelines of the EYFS and an excellent understanding of pedagogy, curriculum, and assessment
* Effective and systematic behaviour management
* Be or demonstrate the potential to become an outstanding leader

**Personal Qualities**

* Genuine passion for and a belief in the potential of every child
* Commitment to the vision and ambition of Ark Start
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Excellent interpersonal, planning, and organisational skills
* Resilient, motivated, and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Skilled communicator who enjoys working with families
* Generous manager who can bring out the best in colleagues through coaching and support
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable*

*applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose*

*any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974*

*(Exceptions) Order 1975. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this link.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because*

*we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link.*](https://arkonline.org/about-us/our-people/diversity-and-inclusion-at-ark/)