

### Job Description

#### Nursery Room Leader

**Purpose:** To be responsible for classroom management and for the welfare of all the children in the Nursery and to support their learning, and personal, social and emotional development.  
To work with and support the Nursery Manager and Deputy in ensuring that children receive the highest possible standards of care and education.

#### General Duties:

Working within established guidelines to:

- Ensure that the children are safe, secure and happy inside and outside, whilst they are at Nursery
- Lead in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Produce and maintain a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- Observe, assess and record the children's development, including completion of online learning journeys or similar
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Maintain strong home/school links with parents and families, to facilitate children's learning and development, by establishing professional relationships
- Play a full part in the life of Nursery and the wider school.

#### Specific Duties include:

- Assisting with minor incidents or accidents and ensuring that records are updated
- Deputising for the Manager and/or Deputy Manager during short periods of absence
- Reflecting on your practice, incorporate any new initiatives as appropriate and continually evaluate current Early Years thinking
- Developing and implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning.

#### Hours of Work:

The basic hours of work in the classroom will be as per your individual contracts. Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings.

#### The Nursery Room Leader should also:

- Evaluate activities and feed back to the Manager and/or Deputy Manager
- Meet regularly with other Room Leaders and Nursery Manager to plan work and to resolve concerns.

#### Additional Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be

to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Any other duties appropriate to the post as directed by your Line Manager

#### Person Specification

- Experience in similar work in a similar environment, ideally with children aged 9 to 18 months
- NNEB or Level 3 in childcare or Diploma in Early Years
- Good knowledge of EYFS and Early Years practice

#### Terms and Conditions:

**Salary:** Commensurate with experience

**Hours of Work:** 7.45am to 4.15pm, Monday to Friday, all year round. This is a fixed-term post until end April 2020 to provide maternity leave cover.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** 28 days' annual leave, plus Bank Holidays, to be taken by arrangement.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Free use of School facilities  
Life Assurance after two years' continuous service  
Annual pay review

#### Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

#### Application Process

To apply for this exciting opportunity, please visit [www.standrewsprep.co.uk/contact/employment-opportunities](http://www.standrewsprep.co.uk/contact/employment-opportunities) and click the Apply Now button to complete the mandatory application form.

Alternatively, candidates should contact Human Resources by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

**Closing date: 20 September 2019**

Please note –this role may be removed from listings before the closing date if we are successful in finding an appointment.

*Please ensure you fully complete the application process if you wish to be considered for this position.*