

**JOB DESCRIPTION Sunflowers Early Years Room Lead**

**Purpose of Post:**

1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
2. To lead and give support to their staff within the room.
3. To work as part of a team/school in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnerships working with parents to enable children’s needs to be met.

**Responsible to:**

Early Years Federation Team Lead Teacher

Executive Head Teacher

**Main Duties:**

* To effectively lead, plan and deliver the EYFS ensuring that the individual needs and interest of children in the room are met.
* To keep records of your key children’s development and learning journeys and share with parents, carers and other key adults in the child’s life.
* Support all staff and engage in a good staff team.
* To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
* To ensure the provision is of a high quality and the environment meets the needs of individual children; having an awareness of any disabilities, family cultures and medical histories.
* To advise EYFS lead of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
* To be involved in out of working hours activities, e.g. training, weekly staff meetings, summer fayre etc
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
* To work alongside the EYFS Lead and staff team to ensure that the setting’s philosophy is fulfilled.
* To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
* To develop your role within the team, especially with regard to being a key person and room leader.
* To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
* To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
* To support early years practitioners, students and volunteers.
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

**Personnel Specification – Sunflower Early Years Room Lead**

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| Attributes | Criteria | How Identified | Rank |
| Education and Training | 1. Minimum of a relevant and recognised Level 3 qualification | A | Essential |
|  | 1. Evidence of ongoing personal development training 2. Desire to continue with professional development | A & I  A & I | Desirable  Desirable |
|  | 1. To gain a recognised Professional Status i.e. Early Years Teacher Status (EYTS) | A & I | Desirable |
|  | 1. Recent Paediatric First Aid certificate | A | Desirable |
|  | 1. Basic Food Hygiene | A | Desirable |
| Relevant  Experience | 1. Experience in working with children | A & I | Essential |
| 1. Experience of working in an early years setting | A & I | Desirable |
| 1. Experience of implementation of EYFS | A & I | Desirable |
| 1. Experience of working in partnership with parents | A & I | Desirable |
| General and Special Knowledge | 1. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006 2. Knowledge of Child Development and children’s needs 3. Ability to work with parents/carers/families to encourage partnership working | A & I  A & I  A & I | Essential  Essential  Essential |
| Skills and Abilities | 1. Ability to communicate well with adults and children 2. Ability to work as part of a team 3. Ability to write legibly 4. Good presentation skills 5. Possess a level of general computer literacy with a range of IT skills. 6. Good organisational skills 7. Ability to demonstrate creative abilities | A & I  A  A  A  A & I  A & I  A & I | Essential  Essential  Desirable  Desirable  Desirable  Desirable |
| Any Additional Factors | 1. Understanding of Equal Opportunities 2. Awareness of Health & Safety and practical Hygiene issues 3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I  A & I  A & I | Essential  Essential  Essential |