

Nursery Room Leader

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Company: Seed Recruitment Consultants Ltd

Location: Wimbledon

Category: educational-instruction-and-library

We are currently looking for a ROOM LEADER in a stunning Nursery

The successful candidate will have a minimum of 1-year experience in a similar role and will be looking for a full-time position of 40 hours per week.

This job description is not fully prescriptive but acts as a guide to the main duties and responsibilities most relevant to the role.

Responsible to: Management and Directors.

Summary: To ensure that the room is running smoothly through effective planning, preparation and organisation according to the policies and procedures of Mace Montessori. To ensure that the Montessori method of teaching is adhered to, introducing materials to the children as appropriate, whilst linking the areas of learning with the EYFS framework.

Main duties:

To regularly review, develop and monitor the curriculum and activities available to children to ensure that the high standards of childcare are maintained.

To provide for the safety and well-being of children taking account of their social, recreational

and individual needs and to keep appropriate records of evidence, observations and assessment.

To model good practice to staff and provide individual/group supervision of play staff and any trainees.

To attend courses and disseminate information from these to other staff.

To ensure that all policies and procedures recommended by Mace Montessori are adhered to.

To work together as part of a team to ensure appropriate delivery of nurturing/recreational activities for children attending.

To be responsible for the line management of other staff in the room.

To ensure that effective health and safety procedures are carried out in the room.

To assess, record, report on the development, progress and attainment of children and provide support to other staff through this process.

To be willing to and able to travel between sites.

Specific Duties.

To promote positive relationships and interaction between all adults and children involved in the setting.

To ensure parent/carers are well informed of their children's progress and are always welcome in the school.

To attend and participate in parent/staff meetings and other meetings as may be relevant.

To monitor children for the identification of possible special needs and discuss any concerns with the Nursery Manager and nominated SENCO.

To combat sex, race, class and religious discrimination and to demonstrate positive attitudes through practical application.

To Comply with all OFSTED Requirements

To act appropriately in an emergency situation ensuring that the safety and well-being of children is paramount at all times.

To provide a warm and caring environment for the children having regards for their individual needs.

To encourage the active participation of all children.

To carry out any other occasional reasonable duties as requested by managers.

If you have the relevant qualification & experience and would like to join a progressive team please send us a copy of your CV

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