

Senior nursery practitioner/team leader job description

Job title - Senior Nursery Practitioner/Room Leader

Purpose of post

- To ensure a high standard of physical, emotional, social and intellectual care for all children in the nursery.
- To give support and mentor other team members within the nursery.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
- To embed nursery policies and procedures within daily practice and develop routines for staff and children.

Responsible to

- Nursery Manager

Main duties

- To lead a team of up to 4 members of staff in the toddler room, overseeing and supporting their role as key workers.
- Work alongside the Manager and staff team to ensure that the nursery philosophy of self-directed learning is fulfilled.
- Facilitate opportunities for the children in your care that meet their individual needs, interests and next steps in development.
- To create and maintain an environment that is enriched and stimulating building on the children's interests and schemas.
- Support all staff to engage in good team working and create a forum whereby a new staff member can feel confident to ask questions, think aloud, reflect on their practice and make mistakes.
- To conduct observations and 1:1 mentoring on certain aspects of nursery operations, to ensure that procedures are working in practice and the children within your room are supported fully by the staff. Including assessing the staffs' knowledge and understanding of intimate care routines and safeguarding procedures.
- To build relationships with parents and key adults in your key children's lives.

- To ensure that nursery policies and procedures are embedded in all practice and there is a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate.
- Liaise and work with all children, parents and other staff members to create a fully inclusive approach to the care and education given within the setting.
- Liaise with the local authority and other professionals associated with the nursery.
- To be flexible within the working practices of the Nursery. To offer and be prepared to help where and when needed and to support other staff in doing so.
- To be involved in out of working hours activities, e.g. training, weekly staff meetings, parents evening, fundraising events etc.
- Undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager
- To comply with training requirements including regular attendance of team training and staff meetings.
- To keep an accurate record of accidents, concerns and complaints within the appropriate recording places. To aid other members of staff on correct procedure.
- To be vigilant for hazards occurring throughout the day, reporting them immediately to the nursery manager. Also informing all staff to ensure they are aware of any hazard in the room and measures taken.
- To develop your understanding of Safeguarding Children and reporting procedures.

Tiny Tots Ltd is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.