



## HOLMWOOD HOUSE

### *Nursery*

Post Title	<b>Team Leader</b>
Responsible to	Deputy Manager, Nursery Manager
Purpose of Post	To provide high quality childcare for children and their families. To contribute towards the daily operation of the nursery ensuring the highest possible standard of care is provided. To lead a team and assume the Manager's duties in her absence. To cascade good practice throughout the setting.
Line Management Responsibilities	To support all members of the nursery team above and below their own position.

#### Main Duties / Responsibilities - In addition to those of a Key Practitioner

##### (A) Within the nursery

- To lead a room within the nursery and set a visible leadership example to staff, children and their families.
- To assist in developing the nursery ethos of creating a welcoming and family friendly environment.
- To be a member of the management team and to contribute to the monitoring, evaluation and development of the nursery.
- To be responsible at all times for high standards of care and education of children in accordance with statutory requirements, Ofsted standards and our nursery policies.
- To ensure the EYFS is promoted and delivered within the setting and the principles are adhered to.
- To ensure effective communication between the nursery staff and all partner organisations.
- To keep a register and up to date record of all staff and children, maintaining correct ratios at all times by ensuring that everybody is signed in.
- To ensure the safety of children, staff and visitors to the nursery.
- To create partnership with parents and to give regular feedback about progress and development.

- To ensure strategies for behaviour management remain consistent, effective and appropriate.
- To attend staff meetings.
- To maintain records detailing accidents, incidents, medication etc.
- To make their respective line manager aware of any important issues / events that have occurred on a daily basis so that they can ensure the manager is always totally informed.

#### (B) Supervision and Management

- To be responsible for supervision, monitoring, development and appraisal of junior staff and apprentices.
- To have the ability to assess staff performance and provide feedback in an acceptable way to ensure professional development of all staff.
- To identify staff training needs and facilitate training opportunities.
- To manage the work of staff who are appointed for supply work or to provide supervision for students on placement.
- To ensure that all key practitioners are supporting their groups and address any issues of concern promptly.
- To work with the nursery manager and deputy, taking day to day responsibility for the planning of care and education in the nursery.
- To ensure that the nursery provision is clean, safe and welcoming for families and staff.
- To be confident when dealing with staff issues and to be fully aware of disciplinary procedures.
- To ensure daily, weekly and monthly planning is prepared and executed.

#### (C) Creativity and Innovation

- To have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- To understand and implement policies and procedures (E.g. Health & Safety) in relation to staff, buildings and resources.
- To work towards raising self-esteem of team members.
- To show flexibility and commitment especially when implementing changes.
- To promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.
- To be confident in leading reflection meetings, showing respect and value for the teams' ideas.
- To create an environment that is dynamic and consistently reflects the children's interests.

#### (D) Contacts and Relationships

- To build and maintain working relationships both internally and externally.
- To build good working relationships at every level by being approachable and friendly whilst communicating effectively and professionally at all times.
- To respect confidentiality of sensitive family information at all times, subject to safeguarding policies and procedures.
- To promote good relationships between ours and any other setting that a child may attend.
- To build relationships with organisations that may be able to visit our setting in a capacity to extend and support the children's learning – E.g.: Dentists / Libraries etc.

#### (E) Working Environment

- To demonstrate effective time and resource management to meet the planned needs of children and families plus any anticipated demands that might be reasonably foreseen.
- To be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents, staff and children.
- To delegate tasks and responsibilities to other staff in the nursery.
- To complete risk assessments and respond according to findings.
- To support a whistle blowing culture.
- To maintain a well presented environment that reflects the ethos of the nursery.
- To ensure positive staff moral based on effective communication.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.



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## Nursery

### Person Specification – Team Leader

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>	<u>Identification</u>
<u>Education and training</u>	Level 3 Early Years Qualification	<p>Current training in Safeguarding</p> <p>Level 4 or currently working towards this certificate</p> <p>Health &amp; Safety and Equal Opportunities training</p> <p>First Aid Certificate</p> <p>One Year proven post qualify in nursery experience</p>	<p>Application</p> <p>References</p> <p>Certificates</p>

<u>Relevant Experience</u>	<p>Practical experience of childcare and education for young children</p> <p>Experience of working effectively in partnership with parents</p>	<p>Experience of managing staff, training and developing a strong team</p> <p>Maintaining standards of buildings and resources</p> <p>Experience of working in an outstanding setting</p> <p>Experience in customer care</p> <p>Experience of an OFSTED inspection</p>	<p>Application</p> <p>Interview</p> <p>Practical Interview</p> <p>References</p>
<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>	<u>Identification</u>
<u>Knowledge</u>	<p>Sound knowledge of the EYFS</p> <p>Sound knowledge of OFSTED and their inspection criteria</p> <ul style="list-style-type: none"> <li>Knowledge and practical understanding of child development and parenting</li> </ul>	<p>A particular field of expertise or interest</p>	<p>Interview</p> <p>Practical Interview</p>
<u>Skills and Abilities</u>	<p>Ability to work independently and manage time effectively</p> <p>Ability to</p>		<p>Interview</p> <p>Practical</p>

	<p>develop an effective team</p> <p>A commitment to equal opportunities</p> <p>Good record keeping ability</p> <p>Ability to demonstrate an exemplary commitment to the nursery, the children and their families, leading the team by example</p> <p>A high level of computer literacy with a range of IT skills</p>		<p>Interview</p> <p>References</p>
<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>	<u>Identification</u>
<p><u>Personal Qualities</u></p>	<p>Warm and caring personality</p> <p>Good communication skills at all levels</p> <p>Reliability</p> <p>Flexibility to working hours</p> <p>Passionate about providing outstanding childcare</p> <p>Neat and professional appearance</p>		<p>Interview</p> <p>Practical Interview</p> <p>References</p>

<u>Additional Factors</u>	<p>Duties must be carried out with full regard to the settings Equal opportunities policy, Health &amp; Safety and Safeguarding procedures.</p> <p>The work requires normal physical effort. It may occasionally involve lifting and handling of children, play equipment and other resources and to be involved in practical activities and physical care of young children.</p>		Interview
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