



*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the role with appropriate discussion.*

<b>Job Description</b>	
<b>Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Pre School Room Leader</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School</p> <p><b>Line Manager:</b> Pre School Manager</p> <p><b>Hours:</b> 37.5 hours per week, Monday to Friday, worked between 8.00am and 18.00pm</p> <p><b>The role of the Pre School Room Leader</b> is to ensure the smooth operation and day to day running of the room, always maintaining an outstanding level of care and education.</p>
Main duties and responsibilities:	<p><b>Child Welfare and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure the team effectively manage the health, safety, and well-being of every child in Pre School.</li> <li>• Follow safeguarding and child protection policies, responding promptly to any concerns.</li> </ul> <p><b>Room Management and Organisation</b></p> <ul style="list-style-type: none"> <li>• Oversee the daily operations of the room, ensuring it is clean, safe, and well-resourced.</li> <li>• Plan and implement room schedules, including staff rotas, always ensuring appropriate staffing levels.</li> <li>• Ensure the environment, both indoors and outdoors, is organised to encourage exploration, learning, and independence.</li> </ul> <p><b>Team Supervision and Development</b></p> <ul style="list-style-type: none"> <li>• Lead, support, and mentor room staff, ensuring they uphold high standards of care and professionalism.</li> <li>• Carry out supervision and performance management meetings with Support Educators in Pre School</li> </ul> <p><b>Policy Compliance and Improvement</b></p> <ul style="list-style-type: none"> <li>• Ensure teams' full compliance with school policies, including safeguarding, health and safety, and data confidentiality.</li> <li>• Support the implementation of department goals and action plans to improve care and education standards.</li> <li>• Play an active role in inspections and audits, aiming for outstanding outcomes.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Serve as a role model, demonstrating the school's values and promoting a culture of high expectations.</li> <li>• Stay abreast of new initiatives and learning in the area of responsibility</li> </ul> <p><b>You may also be required to undertake such other comparable duties as required by your Line Manager or any other relevant Manager.</b></p>



<b>Person Specification</b> <b>The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>	<b>Method of assessment</b>
<b>Qualifications</b>	NVQ Level 3 or equivalent in childcare	First Aid qualification Further professional training at Level 5 or above Lift off to Language training Makaton training	Certificates
<b>Experience</b>	Previous nursery experience in a Room Leader position Excellent record of Early Years practice Sound knowledge of the EYFS statutory framework	Previous Pre School experience Experience of SEND interventions	Application form Interview Task
<b>Knowledge &amp; Skills</b>	Excellent standard of written English and Maths Excellent time management and organisational skills Knowledge and experience in building effective relationships with children, staff and parents Good understanding of successful behaviour management strategies Excellent interpersonal skills Proficient IT skills including the use of Microsoft Word and Excel A confident communicator with both adults and children	Previous experience of proofreading documents Previous experience of observation software e.g., Evidence Me, Tapestry, FAMLY	Application form Task Interview
<b>Personal competencies and qualities</b>	Passionate about providing outstanding childcare and education	Range of outside interests	Interview



	<p>Provide and promote positive behaviours and attitudes</p> <p>Competent problem solver</p> <p>Solution focused</p> <p>An excellent role model to other practitioners</p> <p>Self-aware and reflective – ability to take responsibility for own actions and outcomes</p> <p>Ability to use initiative</p> <p>Ability to demonstrate resilience, patience and consistency</p> <p>Ability to approach potential difficult situations with confidence, diplomacy and understanding</p> <p>Commitment to own professional development and training</p> <p>Open and accepting of change and ability to motivate and reassure others</p>		
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