**Bristol Children’s Playhouse**

**Part time Room leader (Robin’s Room)**

**Job description and Person Specification**

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| **Job Title** | Room leader  |
| **Level** | Level 3 |
| **Salary** | £9.59 per hour  |
| **Location** | Bristol Children’s Playhouse, Berkeley Green Road, Eastville, Bristol, BS5 6LU |
| **Hours** | 18.75 hours per week, Monday, Tuesday and Wednesday |

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| **Job description** |
| **Main purpose of the position** |
| We are looking for a new for an experienced part time room leader for an immediate/September start to join and lead our 2 year old room.You will work in conjunction with the management team to provide day to day support and ensure the smooth running of the room on Monday’s, Tuesday’s and Wednesdays as well as being part of the mandated ratios. |
| **Supervisory responsibility** |
| This role requires supervisory responsibility in support of the overall setting Manager’s and you may also be responsible for 121 support staff, students on work experience or agency staff. |
| **Main responsibilities and tasks** |
| **Children and Families:*** To provide and maintain a high quality service to children and their families working as part of a staff team to meet children’s individual needs.
* To ensure high quality early education and care enabling all children to reach their full potential.
* To promote a warm, caring, supportive and playful environment where all children feel emotionally secure and able to explore and flourish.
* To implement the requirements of the EYFS and promote high standards of care for the children.
* To support the team in medium term and daily curriculum planning and delivery of a wide range of activities to meet children’s needs and to monitor and review its effectiveness.
* To use observation and reflective practice to contribute to planning and evaluation in the setting.
* To assume responsibility for key children and ensure their developmental needs are met, accurately recorded and learning diaries are up to date.
* To maintain a child-centred environment by reviewing displays, resources and room lay out with the team.
* To ensure the welfare of the children remains paramount and children are protected from risk of harm at all times and report any concerns directly to the Manager.
* To develop and maintain positive relationships with parents and carers and work in partnership with them.
* To encourage and support parental/carer involvement in the running of the nursery e.g. through questionnaires, parent volunteers etc.
* To lead, support and develop an environment which is inclusive for all and recognises and encourages diversity.

**Staff:*** To work as a positive role model and member of the staff team.
* To provide professional support and guidance to all staff in the managers absence.
* To encourage good team working.
* To support staff with offering appropriate stimulation and support to the children.
* To attend management meetings when required.
* To attend staff meetings, supervisions and appraisals and relevant identified training.
* To lead staff on areas agreed by the Manager e.g. EYFS delivery, planning.
* To support on the development of policies and procedures, work within them at all times and to support staff to adhere to them.
* In conjunction with the Manager, liaise with all necessary external agencies including First Response, Social Services and the LEA Early Years Childcare service.
* To ensure confidentiality is maintained at all times.
* To promote an emotionally secure, consistent, warm, supportive and caring environment appropriate to the needs of individual children and their families.

**General:*** To keep abreast of new childcare developments and legislation and action relevant ideas within the setting.
* To proactively ensure that the room is a safe environment for children, that equipment is safe, standards of hygiene are high and that safety procedures are implemented at all times.
* To maintain positive working relationships with relevant external professionals.
* To promote the ethos and mission of the playhouse.
* To represent the setting professional at all times, maintaining the setting integrity and being open to giving and receiving feedback.
* To keep records and provide other administrative support as required.
* To undertake any other duties as reasonably directed by the management committee.
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| **Person Specification** |
|  | **Essential**  | **Desirable** |
| **Training & Qualifications** | A recognised level 3 childcare qualification. | A Paediatric First Aid certificate. |
|  | Flexibility to undertake essential training. |  |
| **Experience** | Experience of working with children aged 2. | Experience of working with children aged 0-5. |
|  | Experience of providing play and learning opportunities for children. | Experience of supporting children with additional needs. |
|  |  | Experience of liaising with parents / carers and involving them in their child’s care. |
| **Knowledge & Abilities** | Ability to implement policies and procedures. | Art / craft / games / sport skills. |
|  | Sufficient understanding and use of English. | ICT skills. |
|  | Knowledge of the Ofsted requirements, the EYFS and other quality indicators. | Ability to stay calm under pressure. |
|  | Ability to work as a team member but also manage and organise own workload. | An understanding and passion for the vision and values of BCPH and a desire to promote its inclusive nurturing ethos. |
|  | Ability to complete administrative tasks. | Experience of managing/supervising staff. |
|  | Ability to be a reflective practitioner in order to develop your and others practice. | Experience in working with and supporting families. |
|  | Ability to communicate effectively with all children, staff and families. |  |
|  | A positive attitude. |  |
|  | A commitment to working as part of a team and an ability to instil in others the benefits and values of working well together. |  |
|  | An understanding and sensitivity towards being part of a multi-cultural community. |  |
|  | A great joy at the prospect of working with young children each day. |  |
|  | A desire to continuously develop your own practices through relevant training opportunities. |  |