**Job description: Nursery Room leader**

Fountain Montessori Pre-school

Job title: Montessori Nursery Room leader

Responsible to: Pre-school Manager/deputy manager

Responsible for: Your performance and team’s performance

Purpose of the job:To manage the room team member and responsibilities, work as a key person and as part of the pre-school team under the direction of the manager and deputy. To provide safe, high quality Montessori education and care for young children this meets the individual needs of children attending the setting.

Benefits

* Competitive salary
* Company pension
* Termly Bonus
* Tailored training
* Lunches
* Career progression

#### Hours: 40hrs per week

#### Salary range: up to £22k

Pension, bonus (target), childcare, training. 5.6 weeks paid holiday

**Fountain Montessori is a family owned business, our core values are love, service, caring and build, we look for these qualities in people we hire to join our team.**

***We hire for ATTITUDE, not necessarily aptitude. We will train you to excel in a child care environment, if you have the passion to do so! So even if you don’t meet all the requirements listed above, still consider applying if you’re a bright, motivated, loving, positive person who wants to be a part of a winning team and make a difference in the lives of children and families***

**Main duties**

1. To assist and manage room team with the planning of the curriculum using the Montessori & Early Years Foundation Stage (EYFS) curriculum for guidance. Oversee and delegate the implementation, reflection and planning of weekly and termly plans.
2. To oversee and help your room team to set up the playroom(s) for the daily programme and to help tidy away neatly at the end of the session. Update room data weekly/termly/monthly, manage room supplies (restock, refill report broken or damaged items asap). Maintain room appearance including displays, labels and shelves. Ensuring they are neat, updated and relevant.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with ALL parents/carers and ensuring each child's needs are recognised and met. Also work with team members and manager to ensure good key person relationships are maintained by all team members, reports and issues dealt with asap.
4. Work in partnership with parents/carers and other family members. Room leader to manage team members communication with parents are positive and relevant always in line with Fountain Montessori’s policies and procedures.
5. To advise the Pre-school Manager immediately of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences. Role model to team appropriate interaction with children and help to identify any areas of expertise to be shared or training needs with manager.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures in line with Fountain Montessori’s policies and procedures..
8. To support meal times within the setting/room, ensuring that adequate staff with knowledge of hygiene and dietary requirements are rotated at meal times. Children have adequate balance of independence, and meals are a relaxed and social time for all involved.
9. To actively participate at team meetings, supervisor meetings and appraisal meetings. Supporting the manager with team feedback,.
10. To attend training courses termly as required and to take responsibility for your development. Essential training for room leaders – Food hygiene, positive behaviour, key person, safe guarding, first aid, reflective practice, characteristics of effective leaders and supporting children with SEND.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job and manage staff to ensure confidentiality of children and parents at all times is maintained and upheld. In accordance with the setting’s privacy policy and staff handbook.
12. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
13. To ensure that adequate records are kept and updated regularly, registers, termly reports, children’s art work, staff rotas, library books, scrap books, Snack and toilet rotas are maintained by all team members.
14. To promote the nursery to current parents and potential customers, by supporting the nursery during open days, viewings and tours to ensure you greet visitors and take the time to speak to them and welcome their child to your class answering any relevant questions.
15. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting’s business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.**

**Person specification**

*Essential criteria*

1. The DESIRE TO MAKE A DIFFERENCE IN THE LIFE of others
2. Willingness to learn.
3. Montessori assistant/diploma and level 3 Early years and above
4. Previous experience of working with young children.
5. Sound knowledge of child development for children from birth to five years.
6. Knowledge of the Early Years Foundation Stage (EYFS).
7. Sound knowledge of Montessori philosophy and practice
8. Knowledge of child protection procedures.
9. Fluency and clear communication in English and IT skills is essential to speak to parents, children and staff.
10. Ability to work in a team and value and respect the ethos of the nursery and Montessori philosophy of a child centred education
11. An understanding of play based approaches to children’s learning and development.
12. Commitment to equal opportunities.
13. Commitment to working effectively with young children and families.
14. Friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. Degree in Early childhood or level 5 management
2. Montessori diploma level 4
3. Willingness to undertake further training in particular Montessori training.
4. Current First Aid at Work qualification.

#### Terms and conditions

#### Hours: 40hrs per week

#### Salary range: up to £22k

Pension, bonus (target), childcare, training. 5.6 weeks paid holiday

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**