



United Synagogue Job Description

JOB TITLE:	Baby Room Leader
LOCATION:	St John's Wood (SJW) United Synagogue
HOURS:	30 to 40 hours
SALARY:	£26,000 to £29,000 (depending upon qualifications and experience)
REPORTS TO:	Nursery Manager
BENEFITS:	20 days holiday plus 8 Statutory Bank Holidays (pro-rata for part time hours) Ride-to-Work Scheme Auto-Enrolled Pension Employee-Assistance Programme

Purpose of Job:

A Nursery Room Leader will be expected to assist the Nursery Manager and Deputy Manager to provide high quality, safe, stimulating and flexible childcare for families from the local community.

The Room Leader will assist the Nursery Manager and Deputy Manager to help oversee the operation of the nursery to the highest standards. They will ensure that the best possible environment and care are provided for young children and that safeguarding forms a central core of all activities and operations. This is a hands-on role and the Room Leader will also act for a proportion of the week as a key worker for a small group of children and lead one of the rooms.

She/he will manage the provision in their classroom , including staffing levels in the absence of the Nursery Manager and or Deputy Manager

Main Responsibilities

1. To deputise where appropriate for the Nursery Manager and the Deputy manager . This includes assisting with the day-to-day management, staffing, organisation and smooth running of the Nursery.
2. To work with the Nursery Manager as quality control on learning journeys and ensuring staff are assessing children's progress correctly.
3. To work to, understand and implement Nursery policies – especially Keeping Children Safe (Safeguarding), Equal Opportunities, Data Protection, Health and Safety and Confidentiality.
4. To ensure assessments/evaluations are regularly completed by the nursery staff team.
5. To supervise volunteers, students on placements and work experience in the nursery.
6. To work with the Nursery Manager around any training needs for the staff and to model and train on outstanding teaching practices to ensure the highest quality interactions between staff and children.
7. To share any child protection concerns immediately with the Nursery Manager.



8. To help develop the ethos of the United Synagogue and to create a welcoming and family friendly environment.
9. To take an active role within the management team and attend management meetings.
10. To be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
11. To ensure with the guidance of the Nursery Manager that the EYFS is promoted and delivered within the setting and the principles adhered to.
12. To act as a key worker for a small group of children and with knowledge of EYFS planning, carry out activities appropriate to the age and development of children in your room. To further develop “learning through play”.
13. To carry out all duties associated with looking after your key group of children and around the daily routine – i.e., preparing food at snack time, changing nappies, cleansing of equipment etc.
14. To assist the Nursery Manager with keeping a register and up to date records of all children and to give regular feedback to parents about their child’s development and progress.
15. To build good working relationships at every level. Working in partnership with parents and families is highly valued and the post holder must be approachable, friendly and able to communicate effectively at all times.
16. To respect the confidentiality of sensitive family information (subject to child protection policies and procedures).
17. To perform any other duties as deemed necessary by the Nursery Manager.
18. To take on the lead role of SENCO across the nursery if requested by management.
19. To be the lead person for behaviour management in the nursery if requested by management.
20. Support the ethos of the Jewish religion at the Kindergarten by actively supporting children to learn about Shabbat and Festivals as well as participating in the weekly Shabbat party.

Note:

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.

The post holder must carry out his/her duties with full regard to the setting’s Equal Opportunities policy and Health and Safety Procedures.

The United Synagogue’s values diversity and promotes equality. No terminology in this job description is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010.

We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

As well as complying with Ofsted requirements and relevant legislation, safeguarding of children in the United Synagogue’s care is at the core of our organisation. This position is subject to an Enhanced DBS Certificate and reference. The United Synagogue is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS)



and the employee must go onto the DBS update service. Failure to disclose any criminal convictions/cautions/reprimands may result in instant dismissal/applicant disqualification.

Candidates must be eligible to live and work in the UK.

Person Specification

Post Title: Baby Room Leader

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Experience	<ul style="list-style-type: none"> Minimum of 2 years recent experience working or supervising nursery staff in a relevant EY setting for 2 years post qualification completion 	A/I	<ul style="list-style-type: none"> Experience of working in more than one day care setting Experience of working with volunteers and/or parents as 'partners' in community development Experience working as a Deputy Manager 	A/I
Education / Training Qualifications	<ul style="list-style-type: none"> A minimum Level 3 early years' education and childcare qualification – i.e., NVQ3 in childcare and a commitment to obtaining further qualifications as appropriate 	A / Certs	<ul style="list-style-type: none"> Other training relevant to working in Day Care Settings Level 4 or higher Early Years qualification 	A/I
Special Knowledge	<ul style="list-style-type: none"> Knowledge of EYFS and Development Matters 2021 or Birth to Five curriculum Knowledge, understanding and practical experience of day care for young children Knowledge, understanding and practical experience of child development and parenting Knowledge, understanding and practical experience of safeguarding Knowledge of relevant legislation and the ability to develop policies/procedures 	A/I	<ul style="list-style-type: none"> Up to date awareness of current thinking about the needs and care of young children 	A/I



	<p>consistent with legislation, best practice and the inspection process for day care settings</p> <ul style="list-style-type: none"> ▪ Awareness of purposeful planning for children in day care settings 			
Skills	<ul style="list-style-type: none"> ▪ Ability to write reports and keep clear and accurate records ▪ Ability to write clear objective observations ▪ Excellent planning and organising ▪ Strong IT skills ▪ Strong leadership ▪ Excellent communicator ▪ Ability to inspire people to deliver high standards, good results and set clear objectives for self and the team ▪ Ability to comprehend, impart and adhere to a strict set of policies and procedures ▪ Identify training needs, develop training plans and evaluate training undertaken by staff ▪ Working with and supporting parents ▪ Working with outside agencies ▪ Effective time management ▪ Ability to prioritise workload ▪ Able to maintain confidentiality 	A/I	<ul style="list-style-type: none"> ▪ Able to work confidently with SEND ▪ Evidence of ongoing personal development ▪ Recruit staff to ensure delivery of high-quality childcare practice ▪ Knowledge of digital learning platforms, i.e., FAMILY, Learning Book, Tapestry etc 	A/I
Personal Qualities	<ul style="list-style-type: none"> ▪ Commitment to equal opportunities for all children and families ▪ Warm and caring personality – friendly and approachable for families ▪ Commitment to partnership with families 	A/I and R		



	<ul style="list-style-type: none"> ▪ Enthusiastic, innovative, and able to motivate others ▪ Flexible and practical approach ▪ Ability to remain calm under pressure ▪ Emotionally resilient and able to handle competing demands ▪ Ability to work on own initiative ▪ Experience of problem solving ▪ Demonstrates professionalism 			
Special Requirements	<ul style="list-style-type: none"> ▪ Able to accommodate the flexible working hours that may be required 	I		

A = Application Form
I = Interview Process

R = Reference