



Room Leader

Ditchingham Day Nursery

Full-time – 37.25 hours per week

£11.00 per hour

Are you looking for an exciting new challenge within a charity that provides positive activities and opportunities to children, young people and families?

About the service

Providing childcare to children in a safe, supportive environment which giving parents peace of mind. This is a full day care service covering all areas of the Early Years Foundation Stage with activities planned around the interests of the children

About the role

The room leader is a qualified childcare professional with the responsibility for the day to day running of their room. They perform an important role caring for children, maintaining a high quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

What we are looking for:

- Level 3 Qualification in childcare
- Relevant knowledge & experience
- Great communication skills
- Innovation and professionalism
- Working knowledge of Ofsted & safeguarding practices

What we can offer you

- Enhanced Holiday
- Generous Pension
- 24/7 Access to Employee Assistance Programme
- Occupational Health Support
- Cycle to Work Scheme
- Mental Health & Wellbeing Support
- Enhanced Company Sick Pay Scheme
- Flexible Working [where role allows]
- CPD Training

If you have a passion for providing high quality care and have the skills and experience, we are looking for we would love to hear from you.



We are proud to be an equal opportunities employer and we pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and a sense of belonging. We are committed to encouraging equality, diversity and inclusion among our workforce and recruitment and eliminating unlawful discrimination.

The Benjamin Foundation embraces diversity and promotes equal opportunities. We are committed to providing everyone with the opportunity to demonstrate their skills, talent and abilities, by making adjustments throughout all elements of the recruitment process and in the workplace.

If you need to request reasonable adjustments to the recruitment process and/or need additional help completing the application form, please contact recruitment@benajminfoundation.co.uk

Right to work

All applicants must provide their right to work documentation at interview stage, such as a valid passport which will be verified to check your eligibility to work and live in the UK.

DBS

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced Disclosure and barring service (DBS) check will be required for successful applicants payable by the Charity

Advert Closure

We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications).

If you do not hear from us within 72 hours, please assume that your application has been unsuccessful on this occasion.

Recruitment Agencies

We have a Preferred Supplier List of trusted partners to assist us when required and do not acknowledge Recruitment Adverts



About us

For over 25 years' children, young people and families across Norfolk and Suffolk have been supported by The Benjamin Foundation to overcome big challenges in their lives.

Each night we accommodate 100 vulnerable young people, equating to over 40,000 safe nights sleep a year for local young people. They can finally feel safe from youth homelessness. We are proud to be the regional partner for the End Youth Homelessness campaign.

Each week 150 young people access our emotional wellbeing support. In the last year this equates to 7,500 emotional wellbeing support sessions improving their mental health, increasing their self-esteem and to finally feel understood.

Each year over 250 young people attended our youth work in the community to gain new life skills, expand their horizons and finally feel confident

Overall 2,000 local children and young people every year finally feel hopeful of a better future because of the work of The Benjamin Foundation.

The Benjamin Foundation are deeply connected to the local community, employing over 220 people in Norfolk and Suffolk

or more information about The Benjamin Foundation visit www.benjaminfoundation.co.uk



Room Leader - Job description

Job title:	Room Leader
Employer:	The Benjamin Foundation
Location:	Ditchingham
Contract:	Full time - Permanent
Salary:	Point 21 - £11.00 per hour
Hours of work:	37.25 hours per week
Department:	Children's and Young Person's Services
Reporting to:	Nursery Manager

Job purpose

The room leader is a qualified childcare professional with the responsibility for the day to day running of their room. They perform an important role caring for children, maintaining a high quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

Main duties

Team Work

- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the nursery.
- Contribute to the effectiveness of team work by: -
 - Communication is a vital part of team work
 - Supporting management in remaining 'good' and strive towards achieving outstanding with Ofsted.
 - Reflect upon our practice daily in everything we do. Things can always be made better. –
 - Learn from each other, we all hold different skills.
- To be part of a team that provides a purposeful, stimulating environment that is rich in learning opportunities, both indoors and outdoors.
 - Activities should consider children's abilities, interests, language and cultural backgrounds.
- To assist in the development and support of other staff members by communicating effectively, sharing knowledge and experience, delegating tasks appropriately, identifying training needs, leading meetings, inductions and 1:1's – with support from the nursery manager.
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
- To co-operate and work effectively with the manager, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members.

Positive Relationships

- To embrace, understand and promote Ditchingham Day Nursery and the role you play as part of the team which provides high levels of care and education.
- Promote positive relationships in the early years setting.
- Be a key person by carrying out all related responsibilities such as building relationships with a small group of children and their families
- Key persons are responsible for ensuring key children have an appropriate target set each week which will form part of the planning.
- To lead by example. To be professional and a good role model to the children and other staff members at all times
- To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high- quality care.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
- Blossom
- Continual communication with parents via Blossom and all of the functions available on it. Daily diaries are to be completed continuously throughout the day and published before 4.30
- All staff are to put through their own observations they have collected.
- Staff are to put through their own key child's parental observations as soon as they come through.

Policies & Procedures

- To reinforce company policies and procedures at all times and deal with any breaches swiftly and in an appropriate manner.
- To ensure that you have an excellent understanding and have a working knowledge of all

aspects of Health and safety and the risks assessments that are in place.

- Promote the health, safety and wellbeing of the children and other professionals within the building by completing toilet checks and daily risk assessments for rooms.
- To ensure all safeguarding procedures are followed in line with local authority and company
- Respond appropriately to issues regarding confidentiality.
- To work in partnership to ensure standards are continually being met in line with Ofsted requirements and the EYFS.
- To contribute to the creation of a safe, welcoming and inclusive environment for all children.
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.

General

- Reflect on daily practice and identify areas for continual improvement.
- Promote equality and diversity within the nursery, challenging any behaviour which does not support our inclusive practice and equal opportunity policy.
- To be flexible within working practice of the nursery and be prepared to help if needed, including overtime, undertaking domestic jobs and cooking
- Attend staff meetings and training sessions necessary for continuing professional development. 30. Complete noodle now training as set out in staff handbook.
- To deploy staff and resources effectively, maintaining ratios in your room at all times.
- Maintain staff ratios in accordance with statutory regulations – ensure all equipment, drinks, toilet breaks are done before the start of your shift. (Please see staff handbook for more information)
- Complete ratio sheet daily alongside headcount sheets when outside.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
- To oversee all the planning and the provision so that you are providing a stimulating range of age appropriate activities and ensuring a curiosity approach is taken.
- To be aware of the high profile of Ditchingham Day Nursery and refrain from irresponsible behaviour that could impact the nursery's commercial success.
- To undertake any other aspects of nursery work according to need.
- To carry out peer observations on the staff members in your room.

The Benjamin Foundation fully embeds the Nurtured Heart Approach[®] in all that it does and staff will adopt this approach as part of their practice.

This post is subject to a full and satisfactory DBS disclosure.

The jobholder will adhere to the organisations Health & Safety Policies and Procedures.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



Room Leader – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Level 2 in Childcare or other relevant qualification	E		Certificate Application Form
	First aid qualification (1 day course minimum)		D	Certificate Application Form
Experience	Experience of leading nursery groups		D	Application Form Interview
	Experience of working in an evidence-based intervention service		D	Application Form Interview
Knowledge & Skills	Working knowledge of the needs of pre-school children	E		Application Form Interview
	An appreciation of the work of the voluntary sector	E		Interview
	Knowledge of Safeguarding procedures	E		Interviews
Personal Qualities	A determination to provide a high quality of service	E		Interview
	Honesty, fairness and a commitment to the service	E		Interview
	Hard working, flexible and able to demonstrate common sense	E		Interview
	The willingness to contribute to the wider Benjamin Foundation success story	E		Interview
	Resilience	E		Interview