

## Job Description: Room Leader

**Reporting to:** Nursery Manager

**Location:** Ark Start Globe (Elephant and Castle) and Ark Start St Clement (Holland Park)

**Contract:** Permanent

**Working Pattern:** Full-time (37.5 hours per week)

**Salary:** £26,446 to £30,429 (depending on experience)

### About the role:

As we expand, we are looking for room leaders to join the founding team at Ark Start Nurseries. This role offers an exciting opportunity to make a meaningful difference in the lives of children, shaping their early experiences and laying the foundation for their future success.

The role involves leading the provision for children under 3, ensuring a high standard of physical, emotional, social, and intellectual care. Responsibilities include safeguarding all children, promoting their welfare and safety, and creating an enabling environment for play, learning, and development. The ideal candidate will possess the skill, creativity, commitment, energy, and enthusiasm necessary for leading room practice.

### Key Responsibilities:

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff and visitors
- Support staff to implement the 'Ark Start way'
- Model professionalism and escalate any concerns

### **Compliance**

- Ensure that opening and closing checklists are completed daily
- Report any procedural issues around compliance to the Nursery Manager
- Keep MIS updated

### **Parents**

- Leading setting visits for children joining their room
- Completing walk arounds for prospective parents
- Meet with parents alongside play partner if needed to support difficult conversations
- Ensure welcoming and open culture with parents
- Be aware of services and support for families and signpost where appropriate

### **Planning**

- Amending planning daily in line with child's interests, teachable moments and needs of the children
- Communicating with Nursery Manager about any resources needed to implement curriculum
- Model participation in planning meetings
- Lead implementation of planning in the room across the week

### **Learning Environment**

- Plan out environmental enhancements with room team and lead on creation of these in line with project planning
- Lead 'look and feel' in room, giving feedback to staff if they are not aligned with vision

### **Health and Safety**

- Model all policies being followed in room
- Ensure staff are following policies and procedures and escalating any issues or concerns

### **Daily running**

- Managing the daily running of the room through morning briefings, notice boards and in the moment communication
- Organise lunches and breaks for staff
- Implement routines for daily running e.g. snack, lunch, nappies and toileting
- Feedback any daily running issues to the Nursery Manager

### **SEND**

- Support staff in room to write initial concerns
- Alongside the SENDCo, write IEPs
- Support staff to implement IEP targets
- Escalate where additional support is required

### **Other duties include:**

- Identify initial concerns to SENDCo and Manager using the 'initial concerns' form
- Implement and track impact of IEP targets
- Communicate progress and ongoing concerns to SENDCo and Manager
- Take part in discussions to support evidencing paperwork e.g. referrals and funding
- Complete summative assessment
- Write reports as needed for children's age, such as: 2 year check, transition to school reports
- Build and secure a relationship with each play partner family
- Play with, observe and learn about each unique play partner's development, interests and friendships.
- Ensure that each play partner's handover is complete daily, e.g. naps, food and changing on Famly, first aid signed, any incidents through the day spoken through and handed over to carer collecting
- Meet with play partner's parents regularly through parents evenings and drop-in sessions to communicate development and any concerns
- Knowledge of external policies; Prevent, KCSIE, Safeguarding in EYFS
- Knowledge of Nursery and local authority safeguarding policies and procedures
- Complete safeguarding documentation as needed, e.g. cause for concern, welfare report,
- Be aware, and talk to the vision of Ark Start's 'look and feel'
- Develop the indoors and outdoors weekly, in line with the look and feel vision
- Ensure that all areas of the playroom and left clean and tidy daily
- Ensure that all enhancements and provocations are set up daily
- Respond appropriately and fully to first aid emergencies
- Ensure that all health and safety policies are being followed e.g. risk assessments
- Knowledge of the curriculum overview, the projects and the project texts
- Implement the curriculum projects half termly, developing enhancements indoors and outdoors in line with the project
- Lead 'time to find out' sessions in line with the curriculum project overview and objectives

- Meet children in their play, finding 'teachable moments' in line with the curriculum objectives and developmental milestones
- Identify any concerns around compliance and feedback to the Nursery Manager
- Use the Ark Start interaction scripts to support children in the provision
- Make choices in the moment about how (and whether) they will interact with children, and what the impact of this will be.
- Participate fully in planning
- Engage fully and positively to try and fulfil coaching targets

## Person Specification: Room Leader

### Qualifications

- Qualified at level 3 or above; level 6 desirable

### Knowledge & Skills

- An exceptional early years teacher
- Experience and knowledge of early child development
- Sound knowledge of the legislation and guidelines of the EYFS and an excellent understanding of pedagogy, curriculum, and assessment
- Effective and systematic behaviour management
- Be or demonstrate the potential to become an outstanding leader

### Personal Qualities

- Genuine passion for and a belief in the potential of every child
- Commitment to the vision and ambition of Ark Start
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Skilled communicator who enjoys working with families
- Generous manager who can bring out the best in colleagues through coaching and support
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*