



University Hospitals Sussex

NHS Foundation Trust

Job Description

JOB DETAILS

Job Title: Nursery Room Leader

Band: 3

Hours: Part Time - 22.5 hours

Department / Ward: Sussex House/Wendy House Nursery

Division: Corporate

ORGANISATIONAL ARRANGEMENTS

Staff member accountable to: Deputy Manager
Nursery Manager
Nursery Service Manager

Staff responsible for: Staff within Room setting / or Other Rooms in the absence of the Deputy Manager

ROLE SUMMARY

To oversee the day to day running of the Play Room, ensuring the educational and welfare requirements of the children are met by the staff within the Room.

To create a safe, caring and stimulating environment for children under 5 years. To encourage the children's development and understanding through play and other learning experiences. To respond to the needs of the child as an individual and ensuring the needs of the parent are met. To work in line with EYFS as required by Ofsted

To abide by and adhere to the Nursery mission statement "Our Nursery puts your child first"

KEY WORKING RELATIONSHIPS

The post holder's key relationships will be with:
Nursery Room Leader
Draft January 2022

Internal: Apprentices, Assistant Nursery Practitioners, Nursery Nurses, Deputy and Nursery Manager.

External: Families, Local Education Authority and other agencies supporting the needs of the child for example Inclusion Team

MAIN DUTIES AND RESPONSIBILITIES

Management

1. To promote the health, safety and welfare of all children, parents and staff in the centre at all times.
2. Recognising that each child is an individual and entitled to be treated as such with their needs, physical, emotional and intellectual being considered and their rights to be treated with the respect followed.
3. To encourage all areas of the children's development with the appropriate learning opportunities and play opportunities.
4. To provide a stimulating, friendly and caring environment at all times, for all children, parents and staff.
5. To provide a high standard of support and customer care to all parent / carers, in partnership with the room leader
6. To be responsible for the care of the children within their group. Encouraging the child's all round development in the following areas: Physical, Intellectual, Language, emotional, social skills and cultural needs.
7. To participate in child protection case conferences and case review meetings.
8. To be aware of manual handling when lifting and carrying the babies and older children.
9. To be physically active when playing with the children both indoors and outdoors.
10. To ensure that personal protection clothing is worn when changing a child's nappy and dealing with body fluids and to monitor and report any signs of illness to the Nursery Manager/ Deputy.
11. To ensure that first aid is administered to a child in the event of an accident / incident occurring. In the event of a serious injury / incident such as a head injury or high temperature take child to A&E department.

Communication

1. To be respectful of how to communicate with young children and to behave in a manner which is positive, proactive and at all times supporting the aims and ethos of the nursery setting

2. To share information with parents regarding their child's routine, daily activities and development. This may include sensitive information about their child's behaviour, development and progress.
3. To develop good relations with parents and encourage parental interest and participation in the life of the nursery.
4. To interact appropriately with the children at all times, getting down to their level and communicating in a respectful and calm manner
5. To maintain and contribute to effective and positive communication between all members of staff and parents.
6. To ensure complete confidentiality of all information is maintained at all times. To ensure that only the relevant carers of the child have the necessary information required to cater for the child's needs.
7. To attend and discuss safeguarding supervision with the Deputy and Nursery Manager

Policy and Service Development

1. To have knowledge of specific religious and personal needs of the child in your key group and ensuring colleagues are aware of these needs
2. To comply with the Statutory Welfare Requirements and Practical Guidance for the Early Years Foundation Stage as set out by Social Services and OFSTED at all times.
3. To provide an inclusive environment through acknowledgement, respect and promoting Equal Opportunities in all areas of the nursery through providing toys and resources that enhances and educates the children's knowledge of equality and diversity.
4. To have knowledge of specific religious / personal needs of the child in your key group and ensuring colleagues are aware of these needs.
5. To observe and be aware of child protection concerns and reports to the Nursery Manager and the appointed Child Protection Lead anything, which may cause concern. To complete relevant documentation.
6. It is the responsibility of the individual to ensure that their actions meet the standards and guidelines set out by OFSTED and University Hospitals Sussex Foundation Trust at all times.
7. Policies of University Hospital Sussex Foundation Trust must be followed at all times.
8. To participate fully in the daily routine of the individuals rooms and to follow the guidance and instructions of the others in the team, management structure and Brighton and Sussex University Hospital Trust.
9. To demonstrate flexibility at all times.

10. To demonstrate professional accountability at all times.

Administrative

1. To compile and maintain regular observations, updates on the children's records, and plan suitable next steps for learning for the individual children. To share these with the other staffing team through team meetings and keep the Team Leader aware of potential areas of concern. Ensure that all records are accurate, signed and dated.
2. To ensure that the written induction pack / procedure is completed with parent / carer in detail on the first day of a child's settling procedure
3. To write / type reports/ observations at three monthly intervals. Giving detailed information on set development plans.
4. To make regular safety checks before and during each play session indoors and outdoors.
5. To take the appropriate safety procedures when taking the children on outings.
6. Inform parents of any Accidents/ Incidents that require staff to administer first aid/ A & E. Ensuring that parent signs relevant forms on the same day of the incident.

Training and Education

1. To participate and attend regular meetings with colleagues and other agencies such as health care, social work, therapists, college tutors and any other professional as required relating to the child during and after working hours.
2. Attend training which supports Special Education Needs and Inclusion, inline with SENCO/INCO roles and responsibilities and cascade this to the team
3. Support junior staff with researching current childcare publications and journals

Audit and Research

1. To check the suitability of equipment and recourses provided for the children and ensure that a written record of sterilising and cleaning toys and equipment is maintained and conform to safety standards.
2. To log, remove and report any defects in equipment and furnishings to the Deputy Manager.

Personal and Professional Development

1. To meet with the Deputy Manager on a monthly basis and discuss performance development and individual needs.
2. To guarantee confidentiality to the children, parents, day nursery and organisation according to the policies laid down by University Hospital Sussex NHS Foundation Trust.

3. To keep up to date with the childcare field in order to update and enhance childcare profession.
4. To attend meetings and training sessions required by the Organisation and / or Nursery management.
5. To monitor and develop your own professional and personal learning needs leading on your Personal Development Plan and Appraisal
6. To work towards a Level 4 National Award in childcare

Other Role-Specific Duties

1. Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.
 2. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.
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FLEXIBILITY STATEMENT

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

COMPETENCE

The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should clinical staff work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager, Supervisor or Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

PROFESSIONAL REGISTRATION

All staff who are members of a professional body have a responsibility to ensure they are both familiar with and adhere to standards of professional practice and conduct. Members of Staff are responsible for ensuring the continuity of their professional registration and providing renewal details promptly to their line manager.

EQUALITY AND DIVERSITY

All staff members have a responsibility to treat all colleagues, patients and clients with respect, and to ensure that the work environment is secure, mutually supportive and free from harassment and discrimination on any grounds, notably around: age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All staff members have a duty to report any incident which contravenes this to their line manager.

INFECTION CONTROL

All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAs) and must attend mandatory training in infection prevention and control. Post holders must comply with the Trust's Infection Control Policies as they apply to their duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Post holders have both a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

SMOKING POLICY

It is the Trust's policy to promote health. Smoking is therefore prohibited within the Trust's grounds, buildings and vehicles.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health or other staff support services in times of need and advice.

COMMUNICATION

Employees must adhere to the Trust's Policy and Procedure for Raising Issues of Concern regarding patient matters, health and safety, corruption and negligence.

CONFIDENTIALITY

As an employee of this Trust you may gain privileged knowledge of a confidential nature relating to diagnosis and treatment of patients, personal matters concerning staff or patients, commercial confidences of third parties, and the Trust's business affairs. Such information should not be divulged or passed to any unauthorised persons. All staff must abide by the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality. Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.

Person Specification

Job Details

JOB TITLE: Nursery Room Leader

DEPARTMENT: Sussex House/Wendy House Nursery

Qualifications, Experience and Personal Attributes Required to Perform the Role:-

D = Desirable Attribute

Qualifications	NNEB/NVQ 3 or equivalent, Paediatric First Aid, Manual Handling, Fire Safety D – Level 4 qualification in relevant childcare practice, D - Fire Warden, SENCO/INCO training D - Food Hygiene certificate
Knowledge and Experience	Substantial post qualifying experience of childcare Experience of caring for babies and toddlers Current knowledge of EYFS Experience of safeguarding vulnerable children Substantial experience of working in a team. Substantial experience of being a key carer Knowledge of child development Initiating multi sensory activities for children Knowledge of the children act D – EYFS 2012 training
Non-clinical	Flexible Adaptable

	Good time management skills Professional approach Reflective Practitioner
Clinical	Knowledge of Childhood Illnesses Paediatric First Aid
Skills and Abilities	Ability to communicate well with young children and parents Good organisational skills Ability to write legibly and good presentation skills Computer literate To be responsible for overseeing the day to day practise of the Apprentice
Communication and Interpersonal	Able to Lead in a team environment Good Communicator Demonstrate Excellent Verbal and Good Written skills Able to share Information and Good Practice with Colleagues, Bank Staff and Management Able to understand and meet the needs of the Child and their Family The ability to behave consistently in a Caring and Relaxed Manner with the Children The ability to set 'Appropriate Limits' for the children
Analytical and Judgemental	Empathy to parents/families and children and colleagues
Planning and Organisational	Good personal 'Time Management' Skills Able to ensure others are able to manage their time in delivering planning and observation targets
Financial	Ensure resources are maintained and are appropriate to the development needs
Information and Communication Technology	Good Knowledge
Supervisory and HR Management	Able to lead the staff within the room and cover for the deputy manager in their absence Ability to conduct 1:1 supervisions with Assistant Nursery Practitioners Support students on placement to ensure they cover the relevant learning criteria
Freedom to Act	Demonstrate when to raise a concern and the procedure of the department
Physical	Physically Fit
Mental	Supportive to colleagues, families and children Tactful
Emotional	Calm Patient

Working Conditions	Flexible
Personal Attributes	Ability to form Caring and Trusting Relationships with Children and Families Demonstrate enthusiasm for working with young children and to model this to others

Job Description and Person Specification Acceptance Agreement

Date Prepared: _____

Agreed by:

Signed by Job Holder: _____ Date: _____

Signed by Line Manager: _____ Date: _____