

Early Years Room Leader

Job Description

Job Title:	Early Years Room Leader
Reports to:	Deputy Head of Early Years
Hours:	Full-time / Term-time (as per contract)

Job Purpose

To lead and manage a designated Early Years room, ensuring the delivery of high-quality care and education in line with the Early Years Foundation Stage (EYFS) framework. To create a safe, stimulating and welcoming environment for children, to lead and support a team of practitioners, and to build strong, positive relationships with children, families and colleagues.

Responsible To

Head of Early Years / Deputy Head of Early Years

Key Responsibilities

Leadership & Team Management

- Lead, motivate and support the room team, modelling excellent early years practice at all times.
- Deploy staff effectively within the room to ensure appropriate ratios, supervision and engagement with children at all times.
- Support the induction, coaching and ongoing professional development of practitioners and assistants within the room.
- Ensure all targets for observations, planning and wider practitioner responsibilities are met by every member of the room team.
- Hold regular room meetings to communicate priorities, share good practice and address any concerns.
- Act as a positive role model, promoting a culture of teamwork, professionalism and mutual respect.
- Ensure staff are wearing the correct uniform.

Curriculum & Learning

- Plan and deliver a broad, balanced and engaging curriculum in line with the EYFS, tailored to the needs and interests of the children in the room.
- Ensure planning reflects the characteristics of effective learning and provides a good balance of adult-led and child-initiated experiences.
- Carry out accurate and timely observations, assessments and next steps for each child, using these to inform planning.
- Track children's progress and identify any additional needs promptly, working with the SENCo where required.
- Ensure displays, resources and documentation within the room reflect current learning and celebrate children's achievements.

Environment & Presentation

- Ensure the indoor and outdoor environment is set up to a high standard each day, reflecting the ethos and investment of the setting.
- Ensure resources are accessible, well organised and returned to their correct place after use, both indoors and outdoors.
- Ensure the room and any outdoor areas are fully reset and tidied at the end of each session and at close of day.

- Take pride in the presentation of the room as a reflection of the quality of care and education provided.

Safeguarding & Welfare

- Follow all safeguarding policies and procedures, promoting the welfare of every child in the room.
- Ensure health and safety, hygiene and risk assessment procedures are followed at all times.
- Maintain accurate records in line with statutory requirements, including registers, accident/incident records and safeguarding documentation.
- Be alert to signs of abuse or neglect and follow the setting's safeguarding procedures without delay.

Administration & Attendance

- Complete iSAMS registration twice daily, in line with the setting's attendance procedures.
- Follow up any unexplained child absences promptly and in line with the setting's attendance and safeguarding procedures.
- Organise settling-in sessions for new starters joining the room.
- Send out new starter welcome emails to parents/carers ahead of a child's start date.

Parents & Communication

- Build strong, positive relationships with parents and carers, keeping them informed of their child's progress, wellbeing and daily experiences.
- Handle day-to-day queries and concerns professionally, escalating to senior leaders where appropriate.
- Contribute to parent consultations, open events and setting communications as required.

General

- Attend staff meetings, training and CPD sessions as required.
- Support whole-setting events, transitions and initiatives.
- Undertake any other duties reasonably requested by the Head of Early Years or Deputy Head, commensurate with the role.

Person Specification

Qualifications

- Level 3 (or above) qualification in Early Years / Childcare, or equivalent.
- Current paediatric first aid certificate (or willingness to obtain).
- Safeguarding training up to date (or willingness to complete on appointment).

Experience & Knowledge

- Proven experience working in an Early Years setting, ideally with some experience of leading a room or team.
- Strong knowledge of the EYFS framework and current early years best practice.
- Understanding of safeguarding, health and safety, and statutory welfare requirements.

Skills & Personal Qualities

- Strong leadership and communication skills, with the ability to motivate and support a team.
- A warm, nurturing and professional approach to children, families and colleagues.
- High standards of presentation and organisation, both indoors and outdoors.
- Flexible, reliable and proactive, with a genuine passion for early years education.
- Commitment to continuous professional development and reflective practice.

This job description reflects the current requirements of the role and may be reviewed and amended in consultation with the post holder as the needs of the setting develop.