

## **Room Leader**

### **What is the purpose of the job?**

To provide professional leadership and management of play room staff to ensure that highest standards of Childcare and education are consistently achieved.

### **What do you have to achieve?**

- High standards of care and education.
- Compliance with company policies, procedures and operational practices.
- Positive working relationships with staff, parents and carers.
- Play room staff who feel supported in their roles.

### **Key Tasks**

- Provide a positive practice role model to ensure that The Childcare Corporation values are maintained.
- Ensure that equality of access and opportunity is afforded to all staff, parents and children.
- Ensure the play room offers an attractive and welcoming environment at all times.
- Maintain appropriate supervision and support for children at all times.
- Recognise the children's individual needs and ensure that these are met accordingly.
- Plan, supervise and contribute to appropriate play room activities.
- Allocate children to key carers appropriately.
- Maintain to the required standard records of development and learning.
- Read, understand and implement all company policies, procedures and operational practices.
- Monitor the implementation of company policies, procedures and operational practices by play room staff, taking action as required.
- Ensure that any changes to policies, procedures and operational practices are adhered to within the required time scale.
- Notify the line manager of any concerns or issues regarding policies, procedures and operational practices.
- Ensure appropriate forward planning is in place to maintain the required standards, consulting with line manager when necessary.
- Take responsibility for appropriate deployment of staff to ensure that required standards are maintained within the play room.
- Maintain a positive attitude at all times with children, parents, visitors and work colleagues.
- Provide professional and relevant feedback to parents/carers about their child.
- Provide leadership and support to play room staff to enable them to establish and maintain positive working relationships.
- Attend and contribute to staff meetings, parent's evenings, planning meetings and promotional events as required.
- Ensure confidentiality, where appropriate, is maintained.
- In conjunction with the senior management team identify and address individual training needs of play room staff.
- With support from the age group senior provide regular feedback on performance to play room staff.
- Ensure that play room staff receive appropriate induction training.
- Assume additional management responsibilities as and when required.