



Department	Children & Young People's	Division	St Michael and All Angels Catholic Primary School
Designation of Post	TA3 – Two Year Old Room Leader	Grade	
		Band D	
Responsible to	Early Years Lead		

Job Purpose

To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement pre-school policies.

Description of duties

- In liaison with the Early Years Foundation Stage Leader to share responsibility for drawing up long term, medium term and sessional curriculum plans which ensure that each child is working towards desirable learning outcomes.
- To monitor the effectiveness of the two-year old curriculum.
- To be responsible for providing a high quality of learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- To draw up and to supervise the daily programme of activities and events.
- To be responsible for implementing systems of observation and record keeping so that children's attainment and progress is effectively and regularly assessed.
- To organise the key worker system and to supervise staff on a daily basis
- In liaison with the Early Years Foundation Stage Leader to share responsibility for monitoring the quality of learning
- To ensure records are properly maintained, e.g. daily attendance register, accident & incident book
- To liaise closely with parents/carers, informing them about the two year old nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To ensure that the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practised.
- In liaison with the Early Years Foundation Stage Leader to liaise with the Head Teacher, social services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, to provide reports as required.
- To contribute to and to implement all nursery policies and procedures,

- To attend in-service training and meetings as required.
- To be aware of OFSTED standards within the relevant childcare settings.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to undertake relevant training.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Issued by

Chief Officer

Date