

Job Description: Team Leader

Team Work

- To work alongside the Nursery Manager to ensure a smooth running of the Nursery
- To supervise staff, students and voluntary workers, maintain proactive and professional team
- To ensure all daily routines are adhered to and records kept up to date
- To maintain staffing levels, arranging cover when needed
- Ensure assessments /evaluations are regularly completed
- Support staff development and work closely with other staff and professionals
- To communicate with parents and other visitors in a calm, friendly and efficient manner
- To oversee an effective keyworker system
- To liaise with other Team Leaders to provide smooth transition for children
- To attend management meetings/ organise team meetings
- To help organise parent/keyworker meetings

Duties and Responsibilities:

- To provide the highest standards of quality care and education
- To ensure that health and safety and security measures are constantly maintained
- Phones and personal cameras in the allocated box
- Toys being age appropriate
- To be aware of and act in accordance with current legislations, policies and procedures

- To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff
- To keep a proper record of achievement file on your key children, for parents
- Work alongside parents of special needs children to give full integration in the Nursery
- Foresee the needs of Special Needs children and give physical, emotional and intellectual guidance as appropriate
- To work in close partnership and to develop and maintain good relationship with parents/carers and other family members
- To attend ALL out of working hours activities, e.g. training, staff meetings, parents evenings, events, etc.
- To be flexible within working practice of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning of equipment, putting out bins, doing the laundry, etc.
- Flexibility with regard to working in different rooms as and when required to ensure effective operation of the nursery
- To respect the confidentiality of information received
- To develop your role within the team especially in your capacity as a key worker:
 - Keep children's files up to date including photographs
 - Complete observations
 - Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development
 - To ensure that mealtimes are a time of pleasant social sharing
 - Washing and changing children as required

- Providing comfort and warmth to all children
- Providing conscientious and effective supervision of the children
- To interact and engage with the children.
- Providing age appropriate activities – physical, educational, creative etc.
- It is an OFSTED requirement that staff remain interactive with the children at all times. This includes outdoor playtime.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the nursery and uphold its standards at all times
- To ensure good standards of hygiene and safety standards appropriate for the needs of young children
- To be prepared to work towards a national recognised vocational qualification and undertake additional training suitable for the fulfillment of the role in the nursery.
- There is compulsory uniform/dress code to wear/follow:

Winter: Uniform tops

Black trousers (not leggings or jeans)
Black shoes – the heel must be no higher than 2in
School regulation fleece

Summer: Uniform top or polo shirt (with no logo)

Black trousers (not leggings or jeans) or a black skirt which must cover the knee

Black shoes or sandals – these must be secure i.e have an ankle strap

School regulation fleece