

## INTRODUCTION

Dingley's Promise is committed to ensuring that every child with Special Educational Needs and Disabilities (SEND) get the very best start in the early years. We run specialist centres in Reading, West Berkshire (Newbury), Wokingham, Gloucester, Southampton, Bournemouth & Worcestershire, provide support and information for families, and lead training for mainstream nurseries across the UK to enable them to be more inclusive. Our vision is a world where young children with SEND get the same opportunities as other children to play and learn in their local community alongside their peers.

<b>Job Title:</b>	Early Years Room Lead
<b>Responsible to:</b>	Centre Manager
<b>Hours:</b>	27.5 hours per week Monday to Friday Term Time (with 9 additional days in the school holidays for Holiday Playscheme)
<b>DBS required:</b>	Enhanced with update service.

## JOB PURPOSE:

Under direction and guidance from the Centre Manager/Deputy Centre Manager, the Room Lead will guide and support the team in their room by role modelling their knowledge and best practice, they will work as a member of a team to ensure that the planning, day to day running and development of the work of Dingley's Promise at their own centre is carried out in accordance with the vision and aims of the Charity.

## GENEAL TASKS:

- Leading the team to ensure that the day-to-day running and care of the playrooms is of the highest standard,
- Ensuring that their playroom is set up and activities planned within the playrooms to suit the needs of children.
- Developing strong relationships with families and professionals linked to your Key Children as well as all children within the room.
- Being a mentor to new members of the team and playing an active role in their induction
- Carrying out other responsibilities in discussion with the Centre Manager & Deputy Centre Manager as a senior member of staff.

## EARLY YEARS ROOM LEAD RESPONSIBILITIES:

- Successfully Lead the day to day running of their playroom
- Ensure that Safeguarding, Health & Safety and company Policies & Procedures are followed.
- Record observations using various methods and share these observations with other members of staff and parents/carers.
- Observe and coach colleagues within the room to ensure that everyone is confident in their roles.
- Use particular teaching /learning strategies with a child when appropriate.
- Be aware of their emotional needs and how to support these.
- Step up in the absence of the Centre Manager or Deputy Centre Manager.
- Lead Holiday Playscheme sessions with the Deputy Centre Manager ensuring that children and families have a range of opportunities and experiences.

## MAIN RESPONSIBILITIES

- Will need to have a mature and responsible and accepting attitude able to work flexibly, as a member of a team under the direction of the Manager, and independently when required.
- Monitor their teams training and CPD alongside the Deputy Centre Manager and identify any further training to support an individual in their role.
- Should have a sound understanding of the importance of children's play and have the ability to provide, music, stories, movement and play activities appropriate for the individual child (Assistance and training will be provided).
- Willing to develop own CPD to lead by example.
- May be required to provide staff cover at other centres by mutual agreement and to attend fundraising events.
- Must be prepared to act as a Key Person for agreed families.
- Work with the Key Person and play a lead role in preparing reports for EHCNA requests.
- Will be expected to participate in up to 4 fundraising events on a voluntary basis (which may take place out of working hours), with any more than this number being on a paid basis.

## GDPR (General Data Protection Regulations)

Staff must ensure:

- Information security policies are applicable to their work
- They know their personal responsibilities for information security
- They know how to access advice on information security matters
- Ensure any files with personal data are password protected, especially when emailing

## PERSON SPECIFICATION

### An Early Years Room Lead should be:

- Approachable and friendly to parents, their colleagues, and professionals whilst positively representing the charity.
- Able to make all parents feel valued members of the group and to use appropriate opportunities to promote parents' confidence and to involve them in the session.
- Supportive of parents' concerns
- A supportive leader who is adaptable and reactive
- Prepared to attend staff meetings, and generally work closely with the team.
- Qualified at NVQ Level 3 in Children's Care, Learning and Development or equivalent.

### An Early Years Room Lead should also have:

- The skills to lead, organise and co-ordinate relevant play activities for under-fives, with regard for each child's stage of development.
- The skills to lead and motivate a team to ensure that they are working together following the EYFS & Charity Policies and Procedures.
- The ability to communicate with children with varying degrees of ability, coming from different class and cultural backgrounds, and encourage their development through participation and activities.
- Knowledge of Health & Safety regulations with reference to children's play and facilities
- Knowledge of play materials and techniques which encourage respect for differences in gender, race and ability, and understanding of how these may be used.
- Some specialist knowledge gained on courses (which should be shared with other members of staff).