

Burscough Village Primary School

Role Profile – Operational Context Form

Post title: Deputy Room Leader					
Grade:	Grade 5	Staff responsibility:	Yes/No	Essential Car user:	Yes/No
Scope of role:					
<p>Under the direction of the Room Leader and in collaboration with EYFS team, the Deputy Room Leader will support and contribute to the planning, implementation and evaluation of high-quality EYFS provision for children, ensuring activities are developmentally appropriate and adapted to meet individual needs.</p> <p>The Deputy Room Leader will work to establish and maintain positive, supportive and constructive relationships with children, parents and carers, contributing to effective partnerships and high standards of care and learning.</p> <p>The Deputy Room Leader will play an active role in monitoring children’s progress and will share relevant observations and information with the Room Leader and EYFS to inform planning and next steps.</p> <p>The Deputy Room Leader will be expected to lead the room in the absence of the Room Leader, ensuring continuity of care, learning, safeguarding and routines.</p>					
<p>In addition to the duties outlined, the postholder may be required to undertake duties normally associated with a lower-graded Early Years Practitioner post, as appropriate.</p>					
<p>Accountabilities / Responsibilities – appropriate for this post</p> <p>Support for Children</p> <ul style="list-style-type: none"> - Under the direction of the Room Leader and in collaboration with EYFS leader and EYFS team, to implement high-quality, structured EYFS learning experiences for individual children and small groups. - To support the personal, social and emotional development of children, including attachment, self-regulation and positive behaviour. - To build and maintain positive, nurturing relationships with children in order to promote wellbeing, engagement and early development. - To contribute to the setting, monitoring and review of individual targets, including those relating to SEND, communication and inclusion. - To support children as part of a planned inclusion approach, working alongside the Room Leader, teacher and external professionals where appropriate. - To implement targeted support programmes and play-based learning experiences appropriate to the developmental needs of two-year-olds. - To support the development of early communication, physical, social and learning skills through purposeful play and routine-based experiences. - To assist with personal care, medical or welfare needs, including toileting, feeding and hygiene, where appropriate training has been provided. - <p>Support for Teaching and EYFS Practice</p> <ul style="list-style-type: none"> - To monitor, observe and contribute to the recording of children’s development and progress, sharing relevant information with the EYFS leader, Room leader and EYFS staff - To contribute to the preparation and organisation of learning environments and resources appropriate to EYFS provision. - To assist with the supervision, safety and wellbeing of children throughout the nursery day, including indoor, outdoor and transition times. 					

- To share information and feedback with the Room Leader and EYFS team to support the planning and evaluation of EYFS provision.
- To liaise with the appropriate member of staff regarding children's attendance, wellbeing or concerns, in line with school procedures.
- To support children during visits, outings and learning experiences beyond the nursery, in line with school policies.

Support for the Nursery

- To contribute to providing a safe, calm, well-organised and nurturing nursery environment in which high-quality learning and development can take place.
- To support and promote positive, professional relationships with parents and carers, and to work collaboratively with external agencies and professionals where appropriate.
- To work at all times within the policies, procedures and ethos of the school and Nursery, including safeguarding, health and safety and confidentiality.
- To attend and contribute to staff meetings, training and professional development as appropriate.
- To take responsibility for their own health and safety and that of others, including children, colleagues and visitors.
- To maintain awareness of the confidential nature of information relating to children, families, staff and school matters.
- To support the Room Leader and EYFS leader in the day-to-day organisation and smooth running of the Nursery, contributing to an effective team approach.

Support for the EYFS Curriculum

- To support the planning and delivery of high-quality, play-based EYFS provision, appropriate to the developmental needs of two-year-old children.
- To contribute to the implementation of learning and development programmes, including those focused on communication, physical development, personal, social and emotional development and early learning.
- To support the use of appropriate resources and simple digital tools to aid EYFS observation, assessment and communication, in line with nursery practice.

Prepared by:	Burscough Village Primary School	Date:	01/05/2026
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Adapted using the Lancashire Schools Job Profiles

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title - Deputy Room Leader Teaching Assistant - Level 2(b)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<p>Qualifications</p> <p>A full and relevant Level 3 Early Years Educator qualification (EYFS NVQ Level 3 or above, or equivalent), meeting the requirements of the EYFS statutory framework.</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy or GCSEs (or equivalent) at Grade 4/C or above in English/Literacy and Mathematics/Numeracy.</p>	E E	A A
<p>Experience</p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	E D D	A, I A, I A, I
<p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid/Paediatric First Aid Certificate</p> <p>Administrative skills</p> <p>Knowledge of Early Years Foundation Stage</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	E E E E D D D E D D E D E	A, I A, I A, I A, I A, I A, I A, I A, I A A, I A, I A A, I A, I

<p>Other</p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A, I</p> <p>R</p>
<p>Note: We will always consider your references before confirming a job offer in writing</p>		

Date created: 13/02/2023