

Lancashire County Council

Role Profile – Operational Context Form

Post title: Nursery Room Leader					
Grade:	Grade 6	Staff responsibility:	Yes/No	Essential Car user:	Yes/No
<p>Scope of role:</p> <p>The Room Leader will work collaboratively with, EYFS Leader and wider EYFS team to lead the planning, delivery and evaluation of provision that meets the personal, social, emotional and learning needs of children, including those with special educational needs and/or bilingual needs.</p> <p>The Room Leader will establish and maintain positive, supportive and constructive relationships with children, parents, carers and the wider school community, contributing ideas, strategies and leadership to ensure consistently high-quality practice across the room.</p> <p>The Room Leader will have responsibility for leading and coordinating day-to-day provision, ensuring that learning experiences are appropriately adapted and differentiated to meet the individual needs of all children.</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> <hr/> <p>Accountabilities / Responsibilities – appropriate for this post</p> <p>Support for Children</p> <ul style="list-style-type: none"> - To work collaboratively with the EYFS leader, Room Leader and EYFS team in the planning, development, delivery and evaluation of high-quality EYFS provision for children aged two years. - To support the adaptation and differentiation of learning experiences, ensuring activities are appropriate to children’s developmental stage, individual needs and interests. - To plan and implement play-based learning experiences and targeted support for individual children or small groups, supporting communication, physical development and early learning. - To be fully involved in supporting children’s personal, social and emotional development, including attachment, self-regulation, independence and positive behaviour. - To contribute to the setting, monitoring and review of individual targets, including those linked to SEND, communication and inclusion. - To support children as part of a planned inclusion approach, working alongside the EYFS Leader, Room Leader and external professionals where required. - To develop positive, nurturing relationships with children and colleagues to support children’s wellbeing, engagement and progress. - To contribute to observations, assessment and recording of children’s development in line with EYFS requirements. - To assist with personal care, medical or welfare needs, including toileting, feeding and hygiene, where appropriate training has been provided. <hr/> <p>Support for Teaching and EYFS Practice</p> <ul style="list-style-type: none"> - To monitor children’s progress and share relevant information with the EYFS leader, Room Leader and other staff, contributing to discussions about next steps and support strategies. - To support the supervision, safety and wellbeing of children throughout the nursery day, including during indoor, outdoor and transition times. 					

- To assist with the preparation, organisation and maintenance of learning environments and resources, ensuring they are safe, engaging and developmentally appropriate.
- To contribute ideas, strategies and resources to support high-quality EYFS provision, including physically active and play-based learning.
- To build positive relationships with parents and carers, sharing day-to-day information and supporting effective home–school communication.
- To support children during visits, outings and experiences beyond the nursery environment, in line with school procedures.

Support for the School / Nursery

- To contribute to the provision of a safe, purposeful, calm and nurturing nursery environment that supports children’s learning, development and wellbeing.
- To support and promote positive partnerships with parents and carers, and to work collaboratively with external professionals and agencies where appropriate.
- To work at all times within the policies, procedures and ethos of the school and Nursery, including safeguarding, health and safety and data protection.
- To attend and contribute to staff meetings, training and professional development as required.
- To take responsibility for their own health and safety and that of others, including children, colleagues and visitors.
- To liaise with the appropriate member of staff regarding the ordering, organisation and maintenance of resources and equipment for the nursery.
- To assist, where required, with monitoring and managing stock, cataloguing resources and supporting audits within an agreed budget.
- To maintain appropriate confidentiality in relation to children, families, staff and school matters.
- To support, mentor and model good practice for other practitioners, including those less experienced where appropriate.
- To contribute to the effective organisation and smooth day-to-day running of the Nursery.

Support for the EYFS Curriculum

- To be familiar with the EYFS framework, including Birth to 5 Matters, and the principles that underpin early years practice.
- To support the planning and delivery of play-based, developmentally appropriate learning experiences, both indoors and outdoors.
- To promote learning through physical activity, sensory exploration and real-life experiences appropriate for two-year-olds.
- To support the observation, assessment and recording of children’s progress to inform next steps in learning.
- To use simple digital tools and systems appropriately to support EYFS assessment, communication and record-keeping, in line with nursery practices.
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Prepared by:	Burscough Village Primary School	Date:	1 st May 2026
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Adapted from Lancashire County Council Teaching Assistant Level 3

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 - Room Leader- Level 3

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	A
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<p>Experience</p> <p>Experience of working with 0- 5 children</p> <p>Experience of working in a relevant classroom/nursery setting/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	E E D D/E	A, I A, I A, I A, I
<p>Knowledge/skills/abilities</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 relate well to parents/carers</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>Knowledge of strategies, for example numeracy and literacy</p> <p>Ability to make effective use of ICT</p> <p>Ability to assess children’s development</p> <p>Ability to plan and deliver work programmes</p> <p>Flexible attitude to work</p>	E E E E E D E E D E E E E E E E E E E	A, I A, I A, I A, I A, I A, I A, I A, I A A, I A, I A, I A, I A, I A, I A, I 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>	E E E	A A, I R
<p>Note: We will always consider your references before confirming a job offer in writing</p>		

Date created: 13/02/2023

