

Job Description

Nursery Room Leader

People, Culture & Wellbeing

Nursery



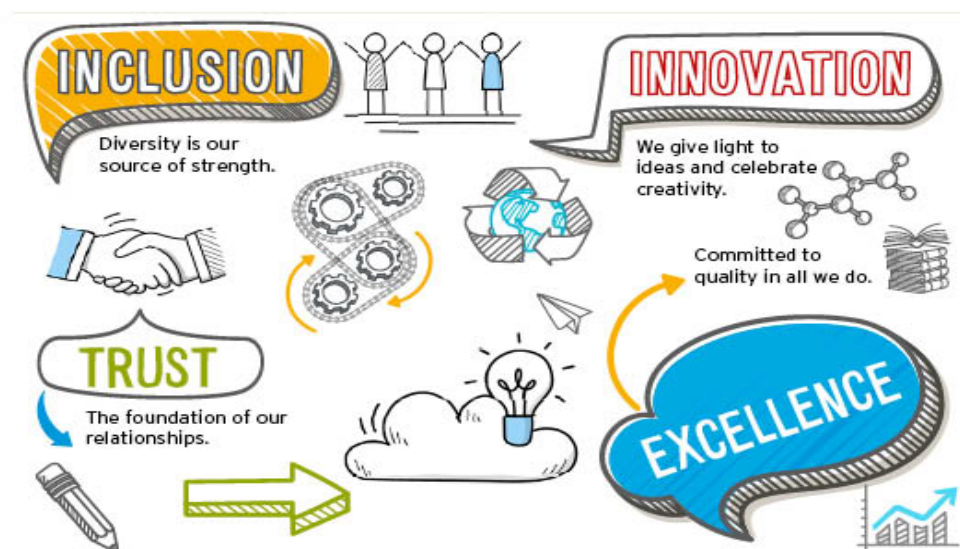
Brief summary of the role

Role title:	Nursery Room Leader
Grade:	4
Faculty or Directorate:	People, Culture and Wellbeing
Service or Department:	Nursery
Location:	City Campus
Reports to:	Nursery Manager
Responsible for:	Senior Early Years Practitioners, Early Years Practitioners, students, volunteers, and children, supporting their wellbeing and development, and mentoring team members

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• A full and relevant Level 3 Early Years Qualification (as defined by the Department for Education)• GCSE English (Grade 4 or above), or equivalent qualifications such as Functional Skills Level 2
Desirable	<ul style="list-style-type: none">• Full and Relevant Degree in Early Years (as defined by the Department for Education)• Certified in relevant Health and Safety areas, for example, IOSH or manual handling• Paediatric First Aid Certificate• Safeguarding Level 2 Certificate• Designated Safeguarding Lead Certificate• Food Safety & Hygiene Certificate• Allergy Awareness Certificate• SENCO qualification or relevant special educational needs training

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Relevant experience in a leadership role in an early years provision• Comprehensive knowledge of Safeguarding and Child Protection policies and procedures, with demonstrated ability to apply them effectively• Experience of working with a diverse range of individuals, including young children and young people with special educational needs and/or disabilities and those from varied cultural backgrounds• Experience of managing challenging situations calmly and professionally with a consistent focus on safeguarding children and staff• Experience of supporting the professional development of colleagues through supervisions, one-to-one reflections, team meetings and peer observations• Thorough knowledge and practical experience of Ofsted standards and the EYFS framework• Experience applying health and safety procedures in accordance with childcare regulations and best practice• Ability to communicate clearly and professionally in English, both orally and in writing, with individuals at a range of levels• Strong knowledge of IT with the ability to use systems such as Microsoft Word, Excel and PowerPoint and be able to use various devices such as a computer desktop, keyboard, iPad or a tablet• Strong organisational skills, with the ability to manage competing priorities, personal workload and coordinate the work of others effectively
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	<ul style="list-style-type: none"> • Ability to produce high-standard developmental assessments of children and use them to create effective planning for children's progress • Ability to positively influence and motivate a small team to perform effectively • High level of accuracy and attention to detail in all aspects of service delivery • To be enthusiastic and self-motivated with a commitment to enhancing the profile of the provision • Willingness to work flexibly, including occasional out-of-office hours, including weekend work where required • Willingness to undertake further training and enhance CPD, attending meetings, training days and events as required • Able to act as a role model, building trust through openness, honesty and integrity
Desirable	<ul style="list-style-type: none"> • Knowledge and experience of working collaboratively with external agencies to support the well-being of children and their families • Experience handling a variety of administrative duties ensuring accuracy and confidentiality • Ability to assist in the development and implementation of policies, procedures and work strategies to support service delivery

Main purpose of the role

To lead and contribute to the provision of a high-quality early years service that aligns with good early years practice in the education and care of children, in line with the Statutory EYFS framework. You will work within the policies and systems established by the University of Bradford, University of Bradford Nursery, Bradford Early Years, and the Care Inspectorate (Ofsted).

You will take lead responsibility for the development and delivery of an area of provision, modifying and adapting it according to children's interests, legislative changes, and strategic direction from the management team. As an experienced member of the team, you will mentor and support colleagues, acting as a positive role model to aid and enhance their learning, development, and professional conduct.

You will oversee and support Senior Early Years Practitioners, Early Years Practitioners, students, and volunteers within your area of provision, assisting their development, practice, and understanding of early years principles. This includes undertaking supervisions and reflective discussions with all Early Years Practitioners in your team, identifying training needs or areas for development, and sharing feedback with the Nursery Management Team for follow-up support and guidance.

In addition, you will support the Nursery Management Team in coordinating and delivering administrative functions essential to the effective daily operation of the nursery, including registers, daily diaries, and updates to child/family records. As an active team member, you will lead your own team meetings at least once per term and participate in regular staff meetings, training, and events as required.

Finally, you will promote equality and remain aware of diversity, ensuring every individual experiences a supportive and caring ethos that values equality, diversity, inclusion, and respect.

Main duties and responsibilities

1. Lead the practice and development of an area of provision, modifying and adapting in line with legislative changes, children's interests, gaps in development, and as directed by the Management team. Ensure a stimulating and attractive environment is provided through a diverse range of resources, equipment, activities and displays. These should encourage the children to be independent, self-motivated, and respectful with an eagerness to learn, in line with the nursery curriculum and values.
2. Deliver the Statutory Early Years Foundation Stage framework and the nursery curriculum, liaising directly with the Nursery Manager and Assistant Manager for Early Years Teaching, to support and extend the children's learning and development across all areas.

3. Act as a key person, supporting the learning and development of all children within your key group. Provide accurate assessments of the children's progress, raising any concerns regarding development to the Assistant Manager for Early Years Teaching/SENCO, ensuring recommendations are implemented. Share insights and collaborate with the team to inform weekly planning, ensuring activities effectively address and reflect children's next steps and developmental needs.
4. Mentor colleagues to enhance the quality of children's observation and assessments, including their contribution to planning and delivery. Support staff to understand and articulate the intention of activities, explain the implementation and effectively evaluate the impact as activities unfold, adapting approaches as required to meet individual needs.
5. Oversee and actively mentor work experience placement students and volunteers within your area of provision. Provide structured guidance and support to facilitate their learning and professional development. Regularly observe their practice, offering constructive feedback to enhance their performance and confidence. Take responsibility for coordinating their induction and ongoing supervision, ensuring they understand nursery policies, procedures, and expectations. Collaborate with student mentors and management to evaluate progress and address any concerns, fostering a positive and inclusive learning environment.
6. Participate in regular Management meetings, providing feedback on any concerns or updates regarding your area of provision to the Nursery Manager. Ensure that any recommendations arising from these meetings are implemented promptly and communicated effectively to your team. Treat all matters within these meetings which relate to safeguarding or SEND with the strictest of confidence.
7. Plan, organise, and lead your own team meetings at least once per term, as well as additional meetings as required to address emerging issues or developments. Actively participate in wider staff meetings, training sessions, and events to continuously improve your skills and knowledge, fostering a positive, collaborative culture that promotes and sustains best practice across the provision.
8. Take responsibility for the oversight and administration of medicines and first aid, supervising and supporting others in this area, following all procedures outlined within nursery policies.
9. Develop and actively promote positive relationships with parents and carers, to ensure effective communication regarding children's well-being, learning and development.
10. Take initiative to coordinate and collaborate with relevant individuals or agencies to support and enhance the learning and development of the children in your care, ensuring timely implementation of agreed recommendations. Ensure that children

within your area of provision who have support plans in place are fully supported, and that these plans are clearly understood and consistently delivered by the entire team, facilitating ongoing communication as needed to maintain best practice.

11. Take lead responsibility for coordinating, overseeing and, where applicable, approving all administrative processes within your area of provision. This includes ensuring the accurate and timely completion of registers and children's daily diaries, observations and assessments, prompt updating of child and family records, and carrying out any other administrative tasks as required by the management team to support effective service delivery.
12. Respond promptly to any enquiries and play an active role in showing parents around the nursery when required, clearly explaining your area of provision and those of others. Provide information to prospective parents when required such as enrolment details and promptly inform the management team of any potential new parents wishing to enrol their child.
13. Occasionally take responsibility for the opening and locking up of the provision ensuring the alarm is set and report any concerns or problems to the University Security team. Ensure the morning and end-of-day risk assessments are completed and the setting is safe.
14. Resolve day-to-day problems, issues and concerns regarding the behaviour, health and safety of the children or groups of children through the implementation of nursery policies and procedures, reporting these to the Nursery Management team in a timely matter.
15. Set a positive example, and promote the delivery of the Fundamental British Values to all children, families, team members, students, volunteers and visitors.
16. Ensure a safe, secure and hygienic environment for the children. Oversee others during routine daily cleaning duties in accordance with health and safety requirements. Maintain high standards of hygiene for yourself, colleagues, children, equipment and surroundings. In the absence of the midday cleaner, staff may also be required to carry out midday bathroom cleaning in accordance with hygiene and safety procedures.
17. In the absence of the nursery cook, assist with kitchen duties, including the preparation and cooking of food for the children, following food hygiene and safety guidelines.
18. Oversee staff practices relating to Health and Safety; ensure risk assessments are adhered to concerning equipment, resource checks and manual handling. Discuss any concerns with the Assistant Manager for Operations/Health and Safety Champion.

19. Take responsibility for ensuring that your DBS is updated and inform the Management team of any circumstances which may impact your suitability to work with children or affect your DBS.
20. Inform the main Designated Safeguarding Lead (DSL) of any issues, concerns or problems regarding an individual's well-being. In the absence of the main DSL, act as a deputy DSL, undertaking relevant training as directed by the Management Team to fulfil this role.
21. Continuously improve professional skills by undertaking essential training and development. Utilise your interests and expertise to assist in delivering an effective curriculum. Maintain, review and update your Continuous Professional Development (CPD) record to reflect training completed and developmental needs. Stay up to date with current initiatives, legislation and key developments within early years.
22. Treat all matters relating to the Nursery provision with the strictest confidence. Be aware of the General Data Protection Regulation (GDPR) 2018 and your responsibilities in relation to this.
23. There is a requirement to work flexibly to cover the staffing requirements of the setting. Changes to shifts may at times be made at short notice. Occasionally out of hours work may be necessary (including weekends).
24. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)
25. An Enhanced DBS Disclosure check will be carried out before appointment.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.