



Busikids Ltd, Upper Northam Drive, Hedge End. SO30 4BG

JOB DESCRIPTION – Room Supervisor

Purpose of Post

The Room Leader is a qualified childcare professional with responsibility for the day-to-day running of their room.

They perform an important role caring for children, maintaining a high-quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others.

They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

An enhanced DBS check is required by Busikids before any appointment can be confirmed.

Key Areas

- Work with Children;
- Work together with Management
- Team Work;
- Liaise with Parents/carers.
- Communication

Responsible to - Nursery Manager/ Deputy Manager

Line Management Responsibilities

Supervision and support of Nursery Nurses, Trainees/ Modern Apprenticeships and Nursery Assistants as required by Manager/Deputy Manager

Duties and Responsibilities

- To contribute to the creation of a safe, welcoming and inclusive environment for all children
- To be aware of Busikids policies and procedures and ensure these are adhered to
- To be responsible for the welfare of all children in your designated room, organising and implementing systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately
 - in accordance with child protection and whistle-blowing policies
- To deploy staff and resources effectively, maintaining ratios in your room whilst supporting other rooms/areas
- To reflect on practice and routines, tailoring them to meet the individual needs of each child

throughout the day

- To lead planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up
- To lead observations and the assessment of children's learning and development ensuring all records are kept up-to-date, are of a high standard and are shared effectively – includes Individual Education Plans for children with Special Educational Needs.
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- To be professional and a good role model to the children and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company
- To be aware of the high profile of Busikids and refrain from irresponsible behaviour that could impact the company's commercial success
- To attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
- To assist in the development and support of other staff members by communicating effectively, sharing knowledge and experience, delegating tasks appropriately, identifying training needs, leading meetings, inductions and 1-2-1s – with support from the nursery management and senior management teams
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members
- To undertake any other aspects of nursery work according to need
- This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.