



WESTCHESTER HOUSE
NURSERY SCHOOLS

JOB PROFILE

POSITION: TEAM LEADER

JOB OVERVIEW

What is the purpose of the job?

The role of the Team Leader is to work as part of the management team to provide professional leadership and management to the playroom staff and to ensure that all children receive the highest standards of care and education.

What do you have to achieve?

- High standards of care and education.
- Compliance with Company policies, procedures and operational practices.
- Positive working relationships with staff, parents and carers.
- Play room staff who feel supported in their roles.

Reports to: Deputy Manager

KEY TASKS	CHILDCARE AND EDUCATION
	<ul style="list-style-type: none">• Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.• Provide professional and relevant feedback to parents/carers about their child.• Ensure all records of development and learning are fully and accurately maintained by the appropriate staff.• Ensure that planning meetings take place regularly.• Provide leadership and support to playroom staff to enable them to establish and maintain positive working relationships.• Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.• Ensure the effective implementation of the nursery keycarer procedures and allocate children to keycarers appropriately.• Ensure that children are kept safe and that staff understand and, when necessary, follow Safeguarding Procedures.• Support the development of good practice with regards to special needs and inclusion.• Implement and support others in delivering the EYFS in line with current practice and guidelines.• Develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.• Create and maintain a culture of self evaluation and reflective practise throughout the nursery.
	HEALTH AND SAFETY
	<ul style="list-style-type: none">• Undertake a shared responsibility for health safety and cleanliness throughout the nursery.• Adhere to all health and safety policy and procedures.• Be fully aware of all emergency and security procedures.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.



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	OPERATIONAL
	<ul style="list-style-type: none">• Support the Nursery Manager and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.• Promote the nursery to current parents and potential customers.
	STAFF
	<ul style="list-style-type: none">• Support and supervise playroom staff with their day-to-day duties.• Support and mentor staff and students.• Be responsible for taking part in all self-development activities such as appraisals.• In conjunction with the senior management team identify and address individual training needs of playroom staff.• Develop open and positive working relationships with staff.
	MARKETING & CUSTOMER CARE
	<ul style="list-style-type: none">• Proactively represent the Company and advance its interests in the local community.• Promote the nursery to current parents and potential customers.• Ensure that all staff develop and maintain friendly and professional relationships with parents and carers.
	GENERAL
	<ul style="list-style-type: none">• Adhere to all Company policies and procedures.• Ensure that the Company's policies on diversity and equal opportunities are adhered to.• Undertake any other duties as reasonably requested by line management.• Assume additional management responsibilities as and when required.