



Little Angels Fun Club and Nursery

Job Description

Team Leader

Purpose of Post

1. To provide high standards of childcare and education - to include the monitoring and reviews of provision, this includes providing and overseeing that other staff provide a safe, caring environment. This will enable the emotional, social and educational development of children, through individual attention and group activities.
2. Assist the team manager in the organisation of a high quality establishment for children 0-14 years.
3. To give support to other personnel within the Nursery
4. To implement a daily routine
5. To direct and support staff as agreed by the team manager.

Key Areas

1. Work with children
2. Teamwork
3. Liaise with Parents

Responsible To:

Team Manager

Staff Support

1. To organise and arrange staff lunch breaks, giving feedback to team manager about any issues relating to staff cover.
2. To conduct student appraisals giving students and work placement students appropriate feedback.
3. To support the team manager and deputise for team manager when absent.
4. Maintaining staff awareness of fire drill in accordance with the code of practice

Childcare and Child Development

1. To evaluate planning and monitor its delivery.
2. To coordinate children's record keeping in relation to daily journals, child profiles and assessment, recording and reporting documents.
3. To chair team meetings within the staff team.
4. To maintain hygiene and cleanliness standards which ensure the highest grade of Quality Counts.
5. To coordinate children's visits prior to taking up their place in the group.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the team manager.
7. To assist with the preparation and maintenance of materials and equipment.
8. Assist the team manager with the efficient up keep of the building and maintenance/stock of equipment, furnishings and fittings.

Duties and Responsibilities

1. Operate a programme of activities suitable to the age range of children in your area in conjunction with the Manager.
2. Prepare the children's records and institute reviews/reports for parent's, in conjunction with the Team Manager.
3. Work with parents of special needs children to give full integration in the Fun Club & Nursery. Foresee the needs of special needs children and give guidance as appropriate.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents, family members, local Authority and other professionals associated with the Setting.
6. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
7. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake domestic jobs within the setting.
8. Work alongside the Team manager and staff to ensure that the aims and objectives of the nursery and the philosophy behind the project are fulfilled.
9. Recording accidents in the accident book. Ensure Team Manager has signed the report before the parent receives it.
10. Participate in the training programmes of a wide variety of students and assisting or training staff (i.e. placements and volunteers), by giving guidance & Support.
11. Ensure someone known to Fun Club & Nursery collects child.
12. To respect the confidentiality of information received.
13. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
14. To be aware of the high profile of the nursery and to uphold it's standards at all times, linking in with all policies and the Operational Plan, and the Day-care Standards as issued by Ofsted.
15. To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs and that parental choice is considered in terms of care given.
16. To meet with parents as and when needed, dealing with parental complaints when necessary.
17. To work with the team manager to achieve the highest grade within the Quality Counts scheme.
18. To liaise issues with team manager who will report to Health and Safety Officer to ensure health and safety is maintained. To be responsible for ensuring Health & Safety standards are appropriate for the needs of young children and ensure staff compliance and awareness.
19. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Team manager.

Signature_____

Date_____

Signature_____

Date_____