



NATURE'S NURSERY

Day Nursery and Pre-School

Job Description: Team Leader (level 3 or above)

Purpose of post: Team Leaders are responsible for ensuring high standards of physical, emotional, social and intellectual care for children in the nursery. They need to support and motivate other personnel, implement the daily routine in their base room and follow the nursery policies and procedures at all times.

Responsible to: The Nursery Owner, Manager, Deputy Manager and Third in Charge

Main Duties:

1. To complete observation on all children and focusing particularly on their key children.
2. To assess children's development and plan and carry out activities based on their interests following the Early Years Foundation Stage.
3. To keep their key children's learning journeys up-to-date and offer parents to have a look.
4. To assist in the provision of a high quality environment to meet the needs of all children from differing cultures and religious backgrounds and stages of development.
5. To ensure that children experience a happy, safe and secure environment at all times.
6. To ensure poorly children are comfortable and looked after.
7. To wash and change children as necessary.
8. To develop and maintain a good relationship with parents and other family members.
9. To liaise with parents and other family members and share their child's learning with them.
10. To ensure confidentiality of information received.
11. To follow the nursery policies and procedures at all times and uphold the nursery standards at all times.
12. To promote good practice.
13. To record any incidents and accidents following the correct policies and procedures.

The Orchard, South Road, Englefield Green, Egham, TW20 0RL
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14. To report any signs of illness, injury or accident injury to management team.
15. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the health and safety standards.
16. To undertake certain domestic jobs within the nursery such as washing, laundry, meal and snack preparation and other duties and responsibilities of an equivalent nature determined from time to time by the management team.
17. To support all staff and engage in a good team.
18. To take part in all out of hours activities such as training, staff meetings, summer fairs, Christmas party...
19. To be flexible within working practices of the nursery and be prepared to help where needed, especially in other rooms.
20. To undertake any other duties as specified by a senior member of staff.

In addition, Team Leaders also should:

- Work closely to the management team
- Supervise and support members of staff in their room at all levels.
- Identify their members of staff' strengths and utilise them best.
- Identify their members of staff's weaknesses and help them overcome their difficulties.
- Deal with any issues that may arise with parents in an appropriate way and supporting staff room members.
- Ensure that children with special needs see their needs met and are fully integrated within the nursery.

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