



## ROOM LEADER JOB DESCRIPTION

---

Location:  
Paint Pots Montessori Schools

Responsible to:  
Nursery Manager

### STAFF

---

- Support and inspire your team to deliver the highest standard of Montessori Ethos, Curriculum and implementation of the EYFS.
- Support the mental wellbeing and morale of your team
- Coordinate the school planning (individual aims, weekly, term and yearly plan) with all staff members
- Take on or support all additional roles and responsibilities within your team
- Be responsible for all aspects of the day-to-day running of the School in the event of short-term absence of the Nursery Manager (e.g. sickness, training, off-site meetings)
- Develop and maintain a culture of good communication and relationships
- Develop and maintain a constructive, supportive ongoing rapport with all members of staff within the company
- Attend staff meetings, parent meetings and training as necessary

[www.paint-pots.co.uk](http://www.paint-pots.co.uk)

020 7223 0123 - [office@paint-pots.co.uk](mailto:office@paint-pots.co.uk)

Studio 57 Battersea Business Centre

99-109 Lavender Hill, London, SW11 5QL



## HR ROLES & RESPONSIBILITIES

---

- Monitor staff and assist them to fulfil their duties to the best of their abilities, provide regular supervision and keeping Nursery Manager up to date with staff performance
- Support the Nursery Manager in interview, induction and review of staff and volunteers

## ADMIN RESPONSIBILITIES

---

- Maintain all child records for your classroom
- Regularly review the implementation of the Early Years Foundation stage using the Montessori curriculum and ethos to a high standard
- Manage My Montessori Child registers and observations
- Deal with complaints according to the policy and procedures document
- Maintain the aesthetic of the brand and environment

## PARENTS

---

- Develop and maintain a constructive and ongoing rapport with children and parents
- Support the Nursery Manager to ensure that good communication is maintained with parents and carers so that they are well advised about what is happening at the school including any upcoming changes or events
- Ensure that good communication is maintained with parents and carers so that they are well advised about and how their children are progressing
- Promote and inform families about our creative classes and other schools



## SAFEGUARDING

---

- Read, understand and have thorough knowledge of the Policy and Procedures of the school, found in the Policy Folder and work with Management Team to ensure up to date with current legislation
- Support the Nursery Manager to ensure that your team have read, understand and have a thorough knowledge of Policy and Procedures
- Be available for your team to report any safeguarding concerns, support the team and deal with the concern according to the Policies and Procedures
- Work with outside agencies when necessary for safeguarding, SEN or any other issues
- Ensure high standards of hygiene and safety are maintained at all times for both children and staff
- Ensure that confidentiality is always maintained

## CHILDREN

---

- Even when not undertaking the roles and responsibilities of a Teacher, ensure that you work with all children in the Montessori environment and ensure that you have a thorough understanding of the development of every child
- Oversee and support the provision of a high standard of physical, emotional, social, and intellectual education and care for children placed in your classroom using the Montessori philosophy
- Oversee and support the implementation of the Early Years Foundation stage using the Montessori curriculum to provide an environment in which children gain experience through freedom of choice and exploring a positive learning environment
- Manage all aspects of the day-to-day running of your classroom
- Ensure that a caring and stimulating environment is provided for the children



- Collaborate with other teachers to ensure that the nursery fosters an environment that is inclusive, inviting and nurturing for every child
- Plan and maintain well written, coherent and accurate learning objectives and records for your key children. Taking into account individual developmental needs and enabling children to reach their full potential
- Support your Group Teachers in the learning objectives and records for their key children
- Support positive transitions for all the children when they leave including providing any necessary paperwork for the next schools

## OFSTED

---

- Ensure that all OFSTED requirements are maintained
- Support the Nursery Manager to ensure that the team are up to date on all current legislation and prepared for Ofsted inspection
- Support the Nursery Manager to ensure that good quality and up to date records are maintained at all times for the children