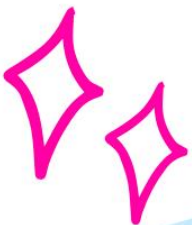




Jimbo's
COMMUNITY NURSERY
Part of Leeds Mencap

Room Leader

Application Pack



Rated Outstanding by OFSTED, Jimbo's Community Nursery provides both mainstream and specialist early years education and childcare in East End Park in Leeds. We are the only nursery in the city with a specialist playroom that supports children with additional needs.

Some of the children we work with require an especially caring and understanding approach or specialist support to help them flourish, and the work is not always easy, but as part of a strong and experienced team you will be well-supported and have access to specialist training that's relevant to your role

The nursery is part of the local charity, Leeds Mencap, and we're based in a friendly, modern, purpose-built centre. We have excellent facilities and resources, and the nursery is expertly managed by our highly experienced, skilled and supportive Childcare Manager.



“Working for a local charity nursery is incredibly rewarding, every day we see the difference we are making in children’s lives – helping them grow, learn and thrive. I am proud to be part of such a brilliant, dedicated team that truly puts children at the heart of everything we do.”

Nursery Practitioner

We want to be able to offer places to the many children who want to start coming to the nursery. This is why we are looking to employ a Room Leader with at least a Level 3 Childcare Qualification to be part of a team who are aspirational for the children and their families and who do their absolute best to support them to have improved opportunities and experiences in life.

If you share our passion about all children getting the very best start in life, whatever their background and ability, we would love to hear from you.



“All the staff at Jimbos are fantastic I cannot fault one member of staff, they are like a big family and treat my child like one of their own children.”

- Jimbo's parent



We aim for our team to reflect the diversity of people in Leeds and welcome applications from any community.

Leeds Mencap, its staff and volunteers are committed to safeguarding all children, young people and adults at risk of harm. All posts are subject to an enhanced DBS check.



The Vinery Centre, 20 Vinery Terrace, Leeds, LS9 9LU

0113 235 1331
info@leedsmencap.org.uk

Registered Charity No: 1091809

JOB TITLE:	Room Leader (Maple / Pre-School Room)
REPORTING TO:	Deputy Manager
Salary:	£27,362 pa pro rata, equivalent to £13.99 per hour
Hours:	37.5 hours a week, Monday to Friday, all year round
Annual Leave:	28 days per year plus public holidays.
Location:	The Vinery Centre, 20 Vinery Terrace, Leeds LS9.

Purpose of the Role

To lead the Pre-School Room in delivering high-quality, inclusive education and care for children aged approximately 3–4 years, in line with the Early Years Foundation Stage (EYFS) framework.

The Room Leader will provide strong, supportive leadership to the team, ensuring a nurturing, stimulating and safe environment where pre-school children can develop confidence, independence and a love of learning. This includes creating opportunities for children to build early literacy and numeracy skills, develop social relationships, and explore their creativity through play-based learning experiences.

The role involves planning and implementing engaging, developmentally appropriate experiences that meet the diverse needs of all children, including those with SEND. For example, adapting activities to support individual learning styles, using visual timetables and providing sensory play.

The Room Leader will act as a role model within the room, supporting staff to deliver high standards of teaching and care through effective coaching, guidance and supervision. They will also ensure that safeguarding, health and safety, and nursery policies are consistently followed, maintaining a welcoming environment where children feel valued, secure and encouraged to achieve.

Examples of responsibilities within the role include:

- Leading circle times, small group interventions and school readiness programmes.
- Supporting children's emotional wellbeing and promoting positive behaviour.
- Monitoring children's progress and completing accurate observations and assessments.
- Organising engaging learning experiences such as outdoor exploration, messy play, creative arts and role play activities.
- Building positive partnerships with parents through regular communication and progress updates.
- Supporting team development through mentoring and leading by example.

Main Duties and Responsibilities

Strategic Leadership

- Keep up to date with relevant legislation, policies and best practice relating to early years and toddler development.
 - Work under the guidance of the Manager, Deputy Managers and SENCo to support the ongoing development and improvement of the setting.
 - Lead on the development of high-quality toddler provision, ensuring practice reflects current research and child development principles.
 - Work in partnership with the Deputy Manager/SENCo to develop inclusive opportunities that improve outcomes for children with SEND.
 - Promote parental and family involvement in decision-making processes relating to the development of the room and wider provision.
 - Establish positive and professional relationships with external agencies and professionals supporting children and families.
 - Plan and support smooth transitions for children moving into the Toddler Room and on to the next room or setting.
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High Standards of Care and Education

- Ensure all staff understand the principles and requirements of the EYFS and how these apply specifically to toddlers.
- Lead planning that reflects toddlers' interests, schemas, developmental stages and emerging independence.
- Support staff in recognising and responding to the emotional, social and developmental needs of toddlers.
- Plan and oversee inductions and settling-in procedures to ensure children feel safe and secure.
- Ensure full compliance with all policies and procedures, including safeguarding, health and safety, hygiene, confidentiality and inclusion.
- Promote practices that support toddlers' physical health, emotional regulation, and mental wellbeing.
- Ensure all staff understand safeguarding responsibilities and act promptly where concerns arise.
- Liaise effectively with parents/carers and professionals to ensure children's individual needs are met.
- Maintain high expectations for all children, supporting them to achieve their full potential.
- Create and sustain a safe, stimulating, language-rich and enabling environment indoors and outdoors.

- Lead on observation, assessment and planning, ensuring learning journeys are accurate, reflective and used to inform next steps.
- Monitor children's progress carefully and support staff in differentiating provision appropriately.
- Support children's communication and language development, including the use of Makaton and other strategies where appropriate.
- Plan a balance of child-led and adult-initiated experiences that promote exploration, curiosity and independence.
- Select and organise age-appropriate resources that reflect diversity and promote equality and inclusion.
- Promote positive behaviour through consistent, developmentally appropriate strategies that support emotional regulation and social skills.
- Model positive values, attitudes and behaviour for both children and staff.
- Champion children's rights, equality, diversity and anti-discriminatory practice at all times.
- Work closely with the Family Support Worker to ensure coordinated support for children with additional needs.

Relationships with Children and Families

- Ensure all staff build warm, respectful and secure attachments with children.
- Promote a culture of listening to toddlers and valuing their voice through observation and responsive interaction.
- Establish positive, respectful and professional relationships with parents and carers.
- Provide formal and informal opportunities to share information about children's development and wellbeing.

Person Specification for Nursery Practitioners

In order to fulfil the requirements of the post, applicants must meet the following criteria. Candidates will only be short listed for interview if they can demonstrate in their application that they can, or have the potential, to meet these criteria (essential criteria are marked (E) and desirable criteria are marked (D)).

Criteria	How this will be assessed	Essential/ Desirable
Experience		
At least 2 years' experience of working with young children in the 0-5 age range and their families	Written application and interview and references	E
Experience of supporting staff, students or volunteers to effectively implement the Early Years Foundation Stage	Written application and interview and references	E
Experience of curriculum planning, assessment, differentiation and recording outcomes to ensure children reach their full potential	Written application and interview and references	E
Experience of working with children with a range of learning disabilities	Written application and interview and references	D
Experience of working to safeguard and protect children	Written application and interview and references	D
Working with parents and carers from a range of backgrounds	Written application and interview and references	D
Working effectively in partnership with other agencies	Written application and interview and references	D
Team leading/Staff training and development	Written application and interview and references	D
Working with management committees, partnership groups, etc.	Written application and interview	D
Skills		
Clear communication skills with both adults and children, in writing and verbally	Written application and interview	E
Creative in approach to children's learning and development	Written application and interview	E
Ability to adequately complete essential record keeping, which are required by Ofsted to meet EYFS framework, such as registers.	Written application and interview and Test	E
Model good practice and engage in self reflection	Written application and interview	E
Clear commitment to equality and diversity	Written application and interview	E
Ability to work collaboratively with colleagues and other professionals	Written application and interview	E
Proficient in the ability to produce reports	Written application and test	D
Ability to analyse a situation, identify the key issues and find solutions to problems.	Written application and test	D

Knowledge and Qualifications		
Level 3 childcare qualification or above	Sight of qualification	E
GCSE Maths and English at Grade C or above or evidence of equivalent aptitude	Sight of qualification	D
EYFS Observation, Assessment and Planning training	Sight of certificate	D
Paediatric First Aid Certificate	Sight of certificate	D
Knowledge of the Code of Practice for Special Educational Needs	Written application and interview	D
Knowledge of the particular requirements of children with additional needs in terms of their support, development and care planning	Written application and interview	D
Knowledge of all legislation relating to childcare and the inspections process for approval of day care settings	Written application and interview	D
Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures	Written application and interview	D
Working knowledge of relevant Health and Safety and Basic Food Hygiene requirements	Written application and interview	D
Data protection requirements	Written application and interview	D
Understanding of voluntary sector/not for profit organisations	Written application and interview	D

To apply please download application pack from our website

<https://www.leedsmencap.org.uk/jobs>

Please note we do not accept CVs.

For more information please contact Abigail Cunningham on 0113 467 3050 or e-mail

abigail.cunningham@leedsmencap.org.uk

We would also ask you to complete our Equality and Diversity monitoring form. This form is for monitoring purposes only and will not be treated as part of your application.

Please send completed forms to administrator@leedsmencap.org.uk.

Leeds Mencap

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ADD EMAIL HERE@leedsmencap.org.uk

www.leedsmencap.org.uk



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