

## **Job Description and Person Specification**

**Role:** Preschool Room Leader – The Hamlet Centre Trust

### **Role Purpose**

The Preschool Room Leader is a qualified Early Years professional responsible for the daily leadership of a specialist preschool room supporting children with disabilities and complex health needs. The role ensures high-quality, individualised care, learning, and wellbeing, while modelling excellent practice and guiding staff, volunteers, and students. The Room Leader works collaboratively with families and multi-agency professionals and contributes to continuous improvement across the service.

**Responsible to:** Early Years Manager

**Direct Reports:** Early Years Practitioners, Assistants, Volunteers, Placements

**Location:** Johnson Place

**Hours:** 36 hours per week, term time

### **Key Responsibilities**

#### **Learning Environment**

- Plan, deliver, and evaluate EYFS curriculum tailoring learning to children with a wide range of disabilities and complex needs.
- Create a warm, accessible, and stimulating environment supporting communication, sensory regulation, exploration, and independence.
- Use visual supports, sensory-based learning, intensive interaction, and communication aids.
- Provide motivating, achievable learning experiences based on children's interests and developmental profiles.
- Observe, assess, and record progress using digital systems including Tapestry online learning journal and Access Care planning system.
- Work with therapists to embed recommended programmes into daily routines.
- Ensure safe access for children using mobility aids, wheelchairs, communication devices, or medical equipment.

## Wellbeing, Safety & Safeguarding

- Ensure children are safe, secure, and emotionally supported at all times.
- Follow consistent routines and maintain accurate documentation (personal care, medication, health monitoring).
- Provide sensitive personal care including toileting, feeding, mobility support, and sensory regulation.
- Support medical needs such as medication administration, gastrostomy feeding, and seizure management (training provided).
- Follow safeguarding, health and safety, infection control, and manual handling procedures.
- Report concerns immediately to the Early Years Manager/Designated Safeguarding Lead.
- Complete accident/incident records and daily risk assessments.
- Maintain appropriate staffing ratios, including 1:1 support where required.

## Teamwork & Partnership Working

- Work flexibly as part of the Children's Services team.
- Guide or direct and support staff, volunteers, and placements, modelling best practice and providing feedback.
- Build strong, trusting relationships with parents/carers and maintain open communication.
- Liaise with professionals and contribute to joint planning.
- Support the keyworker system and ensure personalised support for each child.
- Work collaboratively to support smooth transitions between rooms or into new settings.
- Use positive, consistent approaches to support children experiencing distress, sensory overload, or challenging behaviour.
- Provide input for staff supervision by sharing observations and feedback with the manager in advance of supervision.
- Complete any required training.

## Professional Practice & Development

- Reflect on practice and contribute to continuous improvement.
- Implement in-the-moment planning aligned with the EYFS and Characteristics of Effective Learning.
- Evaluate activities and share feedback with the Early Years Manager.
- Attend team meetings to plan, share ideas, and resolve concerns.
- Contribute to developing inclusive, specialist procedures and approaches.
- Maintain confidentiality and professional conduct.

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## Health & Safety

- Maintain a safe, hygienic environment through risk assessments and equipment checks.
- Ensure accurate maintenance of records such as attendance registers and accident/incident reports.
- Support staff in maintaining equipment and removing damaged or faulty items.

## PERSONAL SPECIFICATION

### Qualifications

#### Essential

- Full and Relevant Ofsted-recognised Level 3 Early Years qualification.
- Willingness to undertake specialist medical training (e.g., enteral feeding, epilepsy, manual handling).

#### Desirable

- SEND-related training (Sign-along, PECS, AAC, sensory integration).
- Behaviour support or trauma-informed practice training.
- Level 4+ Early Years/SEND qualification.
- Safeguarding and Paediatric First Aid.

### Experience & Knowledge

#### Essential

- Minimum 2 years' experience working with children aged 0–5.
- Experience supporting children with disabilities and complex health needs.
- Strong understanding of the EYFS, inclusive practice, child development, SEND, and neurodiversity.
- Knowledge of safeguarding, particularly for disabled children.
- Awareness of health and safety, manual handling, and risk assessment.
- Understanding of sensory regulation and positive behaviour support.
- Experience working collaboratively with parents/carers and multi-agency professionals.

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## **Desirable**

- Experience supervising or mentoring staff.
- Experience in specialist or inclusive early years settings.
- Experience supporting children using mobility aids, communication devices, or medical equipment.
- Experience contributing to EHCP processes.
- Awareness of therapeutic approaches such as sensory diets or intensive interaction.

## **Skills & Competencies**

### **Essential**

- Ability to lead, motivate, and support a team.
- Strong communication skills, including adapting for non-verbal children and interpreting cues.
- Confident in delivering personal care and supporting medical needs (training provided).
- Ability to work within a physically demanding environment.
- Organised, reflective, and able to prioritise effectively.
- Competent using digital systems for planning and assessment.
- Calm, solution-focused, and resilient under pressure.
- Creative, proactive, and enthusiastic in developing learning opportunities.
- Inclusive, respectful, and sensitive to family needs.

### **Desirable**

- Ability to model specialist strategies.
- Ability to contribute to policy or quality improvement.
- Leadership confidence and initiative.
- Interest in developing specialist SEND or medical expertise.

### **Personal Attributes**

- Commitment to The Hamlet's mission, values, and inclusive ethos.
- Professional, positive, and child-centred approach.
- Integrity, resilience, and ability to work independently or collaboratively.
- Empathetic, people-focused leadership style.
- Warm, nurturing, self-motivated, and open to ongoing learning.

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