



## JOB DESCRIPTION: ROOM LEADER

**Job Title:** Baby Room Leader

**Reports To:** Nursery Manager and Directors / Co-Founders

**Responsible For:** Baby Room Nursery Educators, Nursery Assistants, Apprentices

**Location:** Xen Day Nursery, Union Road, Croydon

**Hours:** 40 hours per week

**Qualification:** Level 3 Early Years qualification or above

### Role Purpose

The Baby Room Leader is responsible for leading the daily running of the baby room, ensuring high-quality care, early education, safety and emotional wellbeing for the youngest children within the nursery.

The Baby Room Leader will create a calm, responsive and emotionally secure environment where babies feel safe, settled, loved and confident to explore the world around them. The role requires a strong understanding of baby development, attachment, care routines, safeguarding, the EYFS and the importance of secure relationships during the earliest stages of life.

The Baby Room Leader will support babies through their earliest stages of development, ensuring feeding, sleeping, nappy changing, transitions, attachments and learning experiences are handled with warmth, consistency, dignity and professionalism.

This role is also key in shaping the culture, routines and practice of the baby room from the very beginning, ensuring The Xen Way is embedded across all aspects of care and learning.

The Baby Room Leader will play a key role in delivering **The Xen Way**:

**Nurture** – creating secure, loving and responsive relationships with babies and families.

**Discover** – providing gentle, sensory-rich and developmentally appropriate opportunities for babies to explore.

**Thrive** – supporting babies to develop confidence, communication, movement, emotional security and early independence.

### Working relationships will include the following:

#### Internal

- Directors/Co-Founders
- Nursery Manager
- All staff employed for the day care provision



- Children

### External

- Ofsted
- Parents and families
- Staff from a wide range of other agencies and settings including MASH, Social workers, Local Authority and a range of voluntary /private sector organisations and Day Care providers.

### **Main Responsibilities**

The Baby Room Leader will:

- Lead the daily running of the baby room, ensuring routines, care, learning and safeguarding practice are carried out to a high standard.
- Promote a positive, reflective and professional team culture.
- Ensure babies' individual care routines are followed sensitively and consistently.
- Model high-quality interactions, responsive care and professional practice.
- Support staff development through coaching, guidance and reflective practice.
- Promote a positive, respectful and supportive team culture.
- Ensure the EYFS is embedded through age-appropriate care, play and learning experiences.
- Plan and oversee experiences linked to babies' developmental milestones, interests and individual needs.
- Build strong attachments with babies through consistent key person practice.
- Build positive, trusting relationships with parents and carers.
- Promote strong safeguarding, hygiene, health and safety and compliance practice within the baby room.
- Ensure The Xen Way is reflected in daily routines, interactions, environment and relationships.

### **Main Duties**

The Baby Room Leader will:

- Lead the daily practice of the baby room, ensuring routines run calmly and smoothly.
- Provide clear guidance, supervision and support to baby room staff, apprentices, students and volunteers.
- Delegate tasks appropriately and ensure they are completed to a high standard.
- Act as a positive role model, promoting warmth, professionalism, calm communication and high-quality interactions.



- Support the Nursery Manager with staff induction, training and ongoing development within the baby room.
- Support staffing, rotas and deployment to ensure ratios and supervision are maintained.
- Ensure all babies receive attentive, responsive and individualised care.
- Support babies with feeding, weaning, sleep, nappy changing, comfort, transitions and settling-in.
- Ensure each baby's routine is understood, respected and reviewed in partnership with parents.
- Provide developmentally appropriate activities including sensory play, tummy time, music, movement, stories, outdoor experiences, early communication and exploratory play.
- Support early physical development, including rolling, sitting, crawling, pulling to stand and early walking where appropriate.
- Support early communication through eye contact, facial expression, singing, talking, babbling, gestures, stories and responsive interaction.
- Support babies' emotional development through secure attachments, comfort, reassurance and co-regulation.
- Ensure observations, assessments, learning journeys and next steps are meaningful, accurate and up to date.
- Monitor babies' progress and identify any developmental concerns early.
- Support babies with SEND or additional needs in partnership with parents, the Nursery Manager and external professionals.
- Ensure the baby room environment is calm, safe, clean, stimulating and suitable for non-mobile, crawling and early walking babies.
- Support smooth transitions into the baby room and, when appropriate, transitions to the toddler room.
- Assist with show-rounds, enquiries and promoting the baby room to new families where required.
- Attend staff meetings, training sessions and CPD opportunities.

## **Baby Care, Routines and Development**

The Baby Room Leader will ensure that:

- Feeding routines are followed safely, sensitively and in line with parental instructions.
- Bottle preparation, storage, warming and feeding procedures are followed correctly.
- Weaning is supported safely and in partnership with parents.
- Food allergies, intolerances and dietary requirements are understood and carefully managed.
- Mealtimes are calm, supervised and developmentally appropriate.
- Safe sleep procedures are followed at all times.
- Sleep checks are completed, recorded and monitored accurately.
- Babies are placed to sleep in line with nursery safe sleep policy and current safety guidance.
- Nappy changing and intimate care are carried out with dignity, hygiene and sensitivity.



- Babies' comfort items, routines and emotional needs are respected.
- Babies are supported through separation anxiety, settling-in and transitions with warmth and consistency.
- Parents receive clear daily feedback about feeding, sleep, nappies, wellbeing and development.
- The baby room supports secure attachment, early communication, physical development, sensory exploration and emotional regulation.

## **Safeguarding, Welfare and Compliance**

The Room Leader will:

- Maintain responsibility for safeguarding practice within the room.
- Safeguard babies and young children at all times in line with nursery policies, statutory guidance and the EYFS.
- Report safeguarding, welfare or child protection concerns promptly to the Designated Safeguarding Lead or senior staff.
- Conduct daily risk assessments and ensure the environment is safe, clean, organised and well-presented.
- Ensure accidents, incidents and medication administration are recorded accurately and in line with nursery policy.
- Uphold all nursery policies, procedures and Ofsted expectations.
- Ensure staff follow hygiene, cleaning, health and safety, confidentiality and safeguarding standards.
- Support staff to understand and follow all welfare requirements.
- Ensure ratios are maintained and children are appropriately supervised at all times.
- Support staff with nappy changing, toileting, feeding, sleep routines and personal care where required.
- Liaise with external agencies, including SEN specialists, health visitors and social workers, when required and with management oversight.
- Maintain confidentiality regarding children, families, staff and nursery operations.

## **Leadership and Decisions Making**

The Room Leader will be expected to work with a level of autonomy in relation to the day-to-day management of their room.

The Room Leader will:

- Independently manage the room on a daily basis.



- Make thoughtful decisions that consider the needs of children, families, staff and the wider nursery.
- Apply sound judgement when responding to children's needs, staff concerns and parent queries.
- Make recommendations that may benefit the daily operation of the nursery.
- Escalate significant safeguarding, staffing, operational or policy concerns to the Nursery Manager.
- Deputise for the Nursery Manager when required and appropriate.
- Support staff to remain calm, professional and solution-focused during busy or challenging periods.
- Ensure the room operates in line with nursery expectations, policies and The Xen Way.

## **Operational Tasks**

### **Daily/weekly**

The Baby Room Leader will:

- Ensure the baby room is calm, clean, safe, welcoming and developmentally appropriate.
- Set up engaging, age-appropriate play and sensory experiences.
- Ensure feeding, sleeping, nappy changing, outdoor play and care routines run smoothly.
- Monitor ratios, supervision and staff deployment throughout the day.
- Ensure babies are safeguarded and their individual needs are met at all times.
- Oversee cleaning, sterilising, checklists and hygiene standards.
- Review staff observations and support staff to improve quality.
- Lead weekly or bi-weekly room meetings and record key discussion points or minutes.
- Complete weekly planning and reflective practice.
- Provide daily feedback to parents and carers.
- Ensure the baby room is cleaned and tidied after use.
- Ensure resources are safe, suitable and regularly refreshed.
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### **Monthly**

The Baby Room Leader will:

- Review and complete next steps for key children.
- Check baby room equipment and resources for safety, suitability and quality.
- Request replacement resources where needed.
- Review accidents, incidents and safety audits to identify patterns or risks.
- Identify staff training needs and support access to training.
- Review the quality of observations, assessments and learning journeys.
- Reflect on baby room practice and identify areas for improvement.



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## **Termly**

The Room Leader will:

- Support staff with termly child development summaries.
- Lead parent review discussions for babies and young children.
- Create room-level overviews of children's progress.
- Support transition planning for children moving from the baby room to the toddler room.
- Contribute to whole-setting curriculum reflection and improvement.
- Help plan termly events, celebrations and parent engagement opportunities.

## **As Required**

The Baby Room Leader will:

- Participate in recruitment, inductions and training where required.
- Conduct peer reviews or support practice observations.
- Contact prospective parents and support with enrolment where appropriate.
- Create or adjust cleaning, staffing and activity rotas.
- Support the settling-in of new children.
- Attend meetings with parents, professionals or external agencies where appropriate.
- Support the Nursery Manager with any reasonable duties linked to the effective running of the nursery.

## **The Xen Way in Practice**

The Baby Room Leader is expected to model and lead The Xen Way by:

- Creating a room culture that is calm, nurturing, respectful and emotionally secure.
- Ensuring every child is seen as capable, unique and full of potential.
- Supporting children to make choices and develop independence.
- Encouraging curiosity, creativity, exploration and problem-solving.
- Promoting positive behaviour through connection, co-regulation and consistency.
- Supporting children to develop confidence, resilience and self-worth.
- Ensuring all children, including those with SEND, are included meaningfully in daily life.



- Encouraging age-appropriate responsibility through routines, roles and self-care.
- Supporting staff to deliver high-quality interactions and reflective practice.
- Working in genuine partnership with families.