

JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	RISE Pre-school Room Leader
Salary range/grade:	£9.32 - £9.89 per hour depending on qualifications and experience
Hours:	30-32 hours per week
Work Base:	The RISE Children's Centre
Reporting to:	Chief Executive Officer, RISE pre-schools Manager
Main purpose of Job: To work closely with the RISE pre-schools Manager to deliver effective practice within the EYFS and to take the lead in the pre-school room in the Manager's absence.	
Key Task list: 1. To work closely with the RISE pre-schools Manager to provide the early years curriculum by: a) Helping to draw up and deliver sessional and medium-term plans to ensure that each child is working towards the learning outcomes of the EYFS b) Ensuring staff undertake observations of their key children and Tapestry records are up-to-date 2. To lead a team of pre-school assistants and volunteers (on a practical level) in the setting and in accordance with the settings systems and procedures by: a) Ensuring that staff are properly deployed to support and meet children's needs (allocating keyworkers) b) Ensuring that the Child protection and safeguarding policy is followed c) Reporting any safeguarding updates weekly to RISE Pre-schools manager. 3. To carry out the daily administration and record keeping (including completion of the daily register/ communication log, session planners, collection of session/ termly fees, accident, headcount forms, risk assessments incident and alert forms), and health & safety logs according to RISE policies and procedures. 4. To administer First Aid where appropriate. 5. To liaise regularly with parents/carers by exchanging information about the child's progress and support RISE Pre-schools manager with new parents/show rounds. 6. To maintain close liaison with the RISE pre-schools Manager by: a) Informing them of any parental concerns/information b) Informing them of any accidents/incidents whilst supervising the team c) Consulting on new ideas and reflective practice during team meetings 7. To carry out all responsibilities and activities within The RISE Equality, Diversity and Inclusion policy. 8. To attend in-service training as required and termly room-leader meetings with managers. 9. To contribute to and use manual and computerised record systems, emails and filing systems eg. Pre-school child files, informing finance admin re: invoicing/ changes of hours and liaise with appropriate agencies as necessary. Emails to be checked daily and responded to.	

10. To undertake any other reasonable duties as directed by the RISE pre-schools Manager/Chief Executive Officer in accordance with the objectives for The RISE Trust Action Plan and RISE Pre-schools' Action Plan.

11. To handle all details about the children attending the RISE Pre-school confidentially and in accordance with the requirements of the Data Protection Act. *To maintain a high standard of professional conduct and confidentiality at all times.*

12. Safeguarding and promoting children's welfare is a priority in all aspects of the Centre's Service Delivery Plans and any safeguarding concerns should be immediately reported via a phone call to the Chief Executive of the RISE Trust or a Designated Safeguarding Lead in her absence.

The RISE Trust is a Christian community charity which is totally diverse and inclusive.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.



PERSON SPECIFICATION

Factors	Essential	Desirable
Qualifications	(minimum) Early Years & Childcare level 3; Current First Aid Certificate	Early years degree (or working towards); EYP status; Food Hygiene certificate.
Experience/knowledge	(minimum) 3 years experience working in a preschool setting. Good knowledge of child development and the EYFS.	Early years & Childcare –experience of administration & budget management
Skills/abilities	Ability to communicate verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies, such as Ofsted and government regulatory departments. Ability to deliver good quality childcare and education. A commitment to Equal opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children. Ability to manage a team of adults. Ability to work on own initiative.	Able to respond to the changing needs of the Centre.
Personal qualities	Ability to work under pressure. Flexible approach. Commitment to safeguarding and anti-discriminatory practice. Enthusiastic and motivated.	Current driving licence.

	Friendly and patient personality. Work to a high set of principles- set high expectations of all. Ability to work as part of a team. Sense of humour.	
The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.	
<i>"Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be."</i>		

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