

JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	RISE Pre-school Room Leader
Salary range/grade:	£9.93 - £10.54 per hour depending on qualifications and experience
Hours:	30-32 hours per week, term time only
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 daily 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 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.*

Job Activities – Standard Terms Common to all Job Descriptions

1. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Trust's Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust using the Trust's alert process.
2. To undertake any other reasonable duties which are commensurate with the grade and responsibilities of the post as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plans. The RISE Children's Centre exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.
3. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
4. To promote the organisation's quality assurance systems.
5. To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act.
6. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual, ensuring health and safety compliance, risk assessments and safe systems of work are in place and adhered to.

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.	Able to respond to the changing needs of the Centre.

	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.	
Personal qualities	Ability to work under pressure. Flexible approach. Commitment to safeguarding and anti-discriminatory practice. Enthusiastic and motivated. 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.	Current driving licence.
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>		