



JOB DESCRIPTION: Room Leader

DEPARTMENT: Service Team

LOCATION: Farnham

REPORTS TO: Pre-school Manager

PAY SCALE: £22,812.50 FTE, actual £18,000.00

BUDGET RESPONSIBILITY: No

LINE MANAGEMENT RESPONSIBILITY: Pre School-Staff team

LIAISE WITH: Families, Service Team, People and Culture Team, Administrative Team, Fundraising Team, Chief Executive Officer and health/social service/education professionals as appropriate.

MAIN PURPOSE: To support the manager in the safe and efficient day-to-day management of the (Farnham or Guildford) Pre School in accordance with statutory guidelines including the Early Years Statutory Framework (EYFS) and Challengers Policies and Procedures. To support the pre-school team in creating an inclusive environment that ensures that all children are happy and make progress.

DUTIES & RESPONSIBILITIES –

Children

- The Room Leader will oversee the day-to-day delivery of activities and an approach that will include every child – including children with complex impairments. The Room Leader is an in ratio, floor-based role. When ratios permit, you will be required to support the Manager with administration duties.
- To be responsible for and to support staff to protect children from harm. The Room Leader is responsible for reporting any concern about a child's welfare or safety in accordance with Challengers Safeguarding Policy and Procedures and local authority procedures for protecting children from harm.
- To be a trained Deputy Designated Safeguarding Lead (DDSL) who liaises with the Service Manager
- To be a key worker and support the staff team in completing their responsibilities in being a key worker.
- To work with and support the SENCO ensuring the Pre-School fulfils its obligation with regards to inclusion and equality

Staff

- To be a role model to all staff and to provide ongoing support and encouragement to the staff team in an appropriate manner.



- To inform the Manager of any complex staff issues.
- Identify and prioritise training needs of staff with the Manager
- Communicate regular updates with the staff team through morning briefings, end of day debriefs, team meetings and supervisions
- As directed, provide supervision & appraisal, induction & support to pre-school staff.

Health and Safety

- Be responsible for the day-to-day maintenance and security of the building. Reporting any concerns to the Pre-school Manager
- Be responsible for supporting the staff teams to comply with the Health and Safety at Work Act (2018)
- Conduct and oversee the use of checklists related to day-to-day inspections and maintenance for toys, equipment and building.
- To be a key holder and be an emergency contact for the alarm system.
- To support staff teams to maintain a clean, tidy, secure site and environment – treating all buildings, structures, toys and equipment used by children with respect and care.

Management and Administration

- To represent Challengers at meetings with external agencies as appropriate.
- To deliver the pre-school in accordance with Challenger's systems, policies and procedures. And to participate in and contribute to the development of Challengers schemes and systems.
- To deputise with support of our dedicated Service Manager, in the Manager's absence.

This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department

PERSONAL SPECIFICATION -

ESSENTIAL

- A minimum of 2 years' experience of working within the early years sector
- Able to demonstrate the skills necessary to motivate, encourage, organise, lead and supervise the staff team in a professional manner in an informal working environment
- Familiarity of the reporting and tracking required of and/or to facilitate the EYFS
- The ability to prioritise tasks, apply common sense and good judgement.
- Prepared to attend training and to learn new skills with which to develop an understanding of good practice in play and leisure for disabled and non-disabled children.
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DESIRABLE



- A Paediatric First Aid qualification is desirable (Training will be provided through Challengers if not already holding certificate)
- Experience in leading and motivating a dynamic team

QUALIFICATIONS

NNEB/ NVQ Level 3 qualification in Childcare and Education (or equivalent qualification) or above