

Assistant Room Leader Willesborough Baptist Pre-School

**Salary: £11,750 - £14,500
Approximately 28 to 30 hours per week (Term time)**

Overall Purpose

- To support leading the management of the day-to-day organisation of Willesborough Baptist Pre-School
- To ensure that all legal and statutory requirements are met
- To support managing a staff team, working with the Deputy Manager, Pre-School Manager & Trustee Committee to ensure policies and procedures are always implemented
- To provide safe, high-quality education and care for pre-school children

Main Duties and Responsibilities

Early childcare and Education

- To support the management team in the responsibility for developing long term, medium term and sessional curriculum plans which comply with the requirements of the Statutory Framework for the Early Years Foundation Stage; to monitor the effectiveness of the pre-school curriculum.
- To be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offer appropriate support to the children.
- To support management and the team for drawing up and supervising the daily programme of activities and events.
- To support the management team and the SENDco in the responsibility for implementing systems of observation and record keeping so children's progress and achievements are effectively and regularly assessed. To monitor the effectiveness of assessment procedures.
- To support management in ensuring the effective communication with parents/carers, informing them about the pre-school and its curriculum, informing them about the church's wider family provision, exchanging information about children's progress and encouraging parental involvement.
- To support the designated persons for safeguarding in the pre-school and to ensure that any concerns are acted upon immediately and appropriately.

Management and Administration

- To support management in ensuring that the pre-school is a safe environment for children, staff and others, that the equipment is safe, standards of hygiene are high, health and safety procedures are implemented at all times and fire drills are regularly practiced.
- To assist management in drawing up appropriate Risk Assessments, reviewing them at appropriate intervals and ensuring their ongoing completion and compliance. Liaising with the church Administrator regarding any concerns about the premises.
- To support management in organising the key person system and to effectively supervise staff on a daily basis. To support the manager in monitoring the quality of teaching;

supervisory meetings and staff appraisals and to support in identifying training needs.

- To ensure all records are properly maintained, including daily attendance register, accident records etc.
- To attend in-service training and general meetings as required.
- Record staff hours worked.
- On occasions order equipment and supplies as required.
- Liaise with the Church Administrator regarding the maintenance and servicing of all safety equipment.
- Support in the management of the admissions process for new children
- To support the deputy management position when the manager is not on site.

Staff

- Carry out induction training with new staff / volunteers.
- Offer support, advice, supervision and direction to the staff team and promote a strong sense of teamwork.
- Support the manager in the management of all pre-school staff with responsibility for identifying staffing issues, discipline of minor issues or referral of more serious matters to the Willesborough Baptist Pre-School Trustee Committee.
- Support management in the responsibility for reviewing and implementing effective staffing systems and procedures that abide by employment law and best practice.
- Encourage commitment to quality improvement through ongoing professional development for the whole staff team.

General

- To ensure that a Christian ethos and the values of the church are promoted and visible in the life of the pre-school.
- Ensure equality of opportunity for all staff, children, and parents.
- Lead by example; adhere to a professional code of conduct and appropriate dress.
- To undertake any other reasonable duties as directed by the Deputy, Manager and the Pre-School Trustee Committee.