

## YMCA CHELTENHAM- JOB DESCRIPTION

<b>Position Title:</b>	<b>Preschool Practitioner – Room Lead</b>
<b>Location:</b>	Cherry Blossom Preschool, St Barnabas Church
<b>Reporting to:</b>	Preschool Manager
<b>Hybrid Working Eligible:</b>	No
<b>Salary Band:</b>	B (prorated based on employee working hours and term time only contract)
<b>Hours Of Work:</b>	As per employee’s contract (term time only)

### JOB PURPOSE

The Preschool Practitioner – Room Lead is based at St Barnabas Church working in the Preschool Team. They will be the lead for the 3-4- year-old class and will help ensure that the children have a safe, high quality educational and interesting visit each and every day. They will also work closely with the Manager and Deputy Manager considering the day-to-day running of the setting, and ensure their class is delivering high-quality care and early education at all times. To be successful in this role, you will require a Level 3 in the relevant field, along with 2-3 years’ experience of working in a preschool setting. You will be comfortable working in a team and also have an ability to manage your own workload with minimum supervision, have effective interpersonal skills, strong leadership skills to support colleagues within your class and the ability to maintain good working relationships throughout the whole organisation.

The role will contribute towards reviewing and implementing Preschool policies. The role will help ensure that all statutory, legal and setting obligations are followed and met.

### KEY DUTIES & RESPONSIBILITIES

#### PRESCHOOL PRACTITIONER ROOM LEAD RESPONSIBILITIES

- Oversee the day-to-day running of your class, ensuring staff team are fully equipped to deliver the curriculum.
- Acting as a senior point of contact for staff and families, and ensuring high standards are maintained at all times.
- Contribute towards the planning, progress, and development of the setting alongside the Preschool Manager.
- To be part of creating and maintaining policies for the Pre School and then following them.
- To attend on or off-site training to remain up to date with current practices, and to ensure legal compliance where appropriate.
- To share and evaluate training with other staff where appropriate.
- Work as part of team with other staff and management to ensure effective running of Preschool, with the ability to lead a small team within your classroom.
- To be aware of health and safety standards and to carry out visual or written risk assessments.
- To be flexible with hours to assist with non-contracted time and additional hours such as trips.

### **CHILD CARE RESPONSIBILITIES**

- Ensure the highest standards are maintained when providing care, implementing safeguarding practices and following setting policies/procedures.
- Ensure EYFS/SEND standards are promoted, implemented and applied to your work.
- Attend meetings with families/external professionals to support children with SEND.
- Ensure (alongside management) that the health, safety, security and wellbeing of children, staff and visitors are upheld.
- Be a key person responsible for this age group of children including monitoring, assessment, up to date recording and reporting on their development and progress.
- Ensure children's emotional and social needs are met implementing the principles and techniques for positive behaviour management.
- Work alongside the Preschool Manager to ensure a supported and smooth settling in/transition period for children as required.
- Ensure the promotion of good personal and food hygiene with the children whilst encouraging independence.
- Ensure activities provided are planned appropriately in time and are specific to a child's/group's abilities, interests, language and cultural background supporting the individual's development through learning and play, and in line with the settings curriculum.
- Ensure the timely escalation of any practice/family concerns ensuring effective communication pathways between parents/carers and colleagues.
- Ensure there is effective partnership with management, colleagues and other professionals as required including family support workers, speech therapists, SENCO.
- Any other duties as required by management within the scope of your role.

### **HUMAN RESOURCES**

- To participate in appropriate staff development, training and supervision.
- Assist the Preschool Manager to ensure that all new starters are trained effectively.
- Assist the Preschool Manager to ensure that all employees one-to-ones and Appraisals are carried out effectively.
- Assist the Preschool Manager to ensure that all employee HR matters are appropriately addressed in a timely manner.
- Assist the Preschool Manager to review and carry out as required continuous professional development of the Preschool Team.

### **HOUSEKEEPING**

- Set up and clear away the rooms daily.
- Set up gardens and host snacks.

### **CUSTOMER SERVICE**

- Meet and greet parents, give handovers and offer assistance with the support of staff.
- Working with the Preschool Managers to ensure contribution to the progression and development of Preschool.
- To support the organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
- To be aware of health and safety standards and to carry out visual or written risk assessments.

## YMCA

- To support the Organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
- To ensure own professional development is appropriate to the role, and that any and all required training is taken and maintained as up to date as possible.
- Support other colleagues and actively contribute to the work of YMCA Cheltenham in relation to the wider strategic objectives of the Charity.
- To attend team meetings and training as requested.
- Support the Christian ethos of the Association in all aspects of the work.

## PROFILE

The ideal candidate will have:

- Level 3 in a relevant field in order to meet Ofsted requirements.
- Previous experience of working as an early years Room Lead is desirable.
- Ability to work with tact and diplomacy and react sensitively and with emotional intelligence when dealing with complex, sensitive or confidential scenarios.
- Able to work in a highly confidential way with the ability to apply judgement, common sense, problem solve and find practical solutions to difficult challenges.
- Ability to manage own workload with minimum supervision, to tight deadlines and to work well in a busy environment.
- Adaptable and able to handle people of all capabilities and attitudes.
- Effective interpersonal and influencing skills.
- Ability to maintain good working relationships across a range of staff levels both internally and externally.
- As a member of the YMCA team, you will be expected to demonstrate the values, initiatives and cultures of the organisation.

## ABOUT THE ORGANISATION

YMCA Cheltenham, founded in 1855, is a registered charity and has become a leading provider of supported housing for the most vulnerable in Cheltenham and Gloucester, alongside other works such as sports facilities, affordable housing and other charitable activities.

YMCA Cheltenham is an organisation founded on Christian principles and, as such, employees may encounter behaviours, artefacts or other elements particular to or representative of the Christian faith in their workplace.

Employees are not required to adhere to the Christian faith, nor any faith, and no such consideration is made by the organisation in employment choices nor in delivering its services – however, we do expect all employees to demonstrate the list of Values shown below while in the workplace.

### Organisational Values

YMCA Cheltenham is an organisation founded on Christian values and, as such, employees may encounter behaviours, artefacts or other elements particular to or representative of the Christian faith in their workplace.

As an organisation founded up the Christian Faith, YMCA Cheltenham draws its Values from the Bible, principally as described in Micah 6:8. Our Values are therefore expressed as follows:

**VALUES**

YMCA Cheltenham will operate with **Equity, Integrity, Openness and Honesty.**

YMCA Cheltenham will engage with **Empathy, Kindness, Generosity and Grace.**

YMCA Cheltenham will be **Thoughtful, Discrete, Ethical and Respectful to all.**

**GENERAL**

This job description provides an indication of the roles and responsibilities for the post of **Preschool Practitioner Room Lead**. The job description should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.

The post holder will be expected to carry out any other duties which may be reasonably requested by their Line Manager.

**YMCA Cheltenham is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.**