

Purpose:	RBF is a third sector organisation working with churches, local authority groups, voluntary sector organisations, schools and individuals on a wide variety of projects primarily for and with children and young people and the adults who care for them. Our team of Preschool Workers help deliver our childcare projects in West Essex and North East London.
Title:	Preschool Leader
Accountable to:	Childcare Manager
Team:	Childcare Team
Salary:	£22913 - £25272 39 hours per week 52 Weeks PA

The Role of a Preschool Leader at RBF

RBF Preschool Leaders are expected to promote the personal, educational, creative, spiritual and social development of the children they engage with, helping them reach their full potential. They are part of creating a safe and supportive environment where children learn to treat themselves and others with kindness and respect, discover exciting new ideas and activities they are unlikely to experience anywhere else; places they can laugh, learn, experiment, make mistakes and thrive, growing into motivated, positive, resilient and caring citizens. They must engage with the wider family unit, connecting with parents, carers and siblings, recognising that their work with the child will be greatly enhanced where it is integrated into the life of the child outside of the childcare setting. In addition, Preschool Leaders will also be part of nurturing the faith journey and wider spirituality of the children in their care, encouraging them to explore a range of systems of belief, including Christianity, and signposting them to opportunities to find answers to the questions that they have.

Specific day to day responsibilities would include:

- Creating a welcoming preschool care setting in line with ‘forest school’ principles that allow children to engage with the planned activities and the natural environment, where all team members are well briefed and empowered to participate and that any visitor would identify as ‘outstanding’;
- Management of key elements within sessions including the effective delivery of the Early Years Foundation Stage curriculum safe preparation and serving of food, the planning and delivery of an agreed curriculum of activities and the coordination and effective deployment of a team of assistants;
- Having meaningful conversations with children and their parents/carers daily, identifying issues affecting them and devising strategies for how their needs can be met;
- Taking responsibility for preparation of all required resources and overall presentation of delivery sites, sometimes including facilitating transport of equipment to/from the setting;
- Helping ensure that the children’s learning and developmental outcomes are evaluated and reported in accordance with internal and external (OFSTED) expectations;
- Keeping registers, writing evaluation reports and contributing to risk assessments and other planning/strategic documents as required;
- Assisting the Childcare Manager with tasks such as staffing rotas, resource procurement, menu planning, etc.;
- Actively developing and building strong relationships with all parents/carers along with external stakeholders such as schools, churches, local authorities, etc., along with participating in appropriate local networks;
- Delivering activities that make the setting stand out as exceptional such as specially tailored activities, parties, charity weeks, attending/participating in local civic events, etc.;
- Staying informed on legislation, local and national issues and examples of best practice in the field;
- Ensuring safeguarding ([Policy](#)) of all participants and team is paramount in all aspects of delivery alongside a strong focus on Health and Safety ([Policy](#)) and Data Protection ([Policy](#)).

Additional Responsibilities common to the whole RBF team include:

- Regular and proactive communication with line/team managers and colleagues including attending regular meetings;
- Awareness of and adherence to:
 - RBF, policies and procedures, working within their guidelines and where appropriate, implementing policy ([RBF Policies](#));
 - Local Authority and appropriate partners' policies and procedures, working within their guidelines and where appropriate and implementing shared policy;
 - Relevant legislation regarding activities undertaken.
- Engagement in the wider life of the organisation including participation in team social activities, fundraisers, retreats, etc., including using personal social media accounts and personal networks to promote the work of the charity;
- Always working in a flexible and co-operative manner and to undertake all such reasonable tasks as may be requested by the leadership of RBF outside the scope of our primary job descriptions for the good of the wider organisation and those it serves.

Personal Qualities Required for this Post:

1. Previous experience of preschool leadership in a paid context and appropriate childcare related qualifications. Forest School qualification to Level 2 or Level 3 is desirable.
2. A lifestyle which allows the candidate to act as a role model for our service users, inspiring them to engage in the activities delivered and in a lifestyle in alignment with Biblical principles as laid out in the RBF Code of Conduct ([Code of Conduct](#)).
3. Ability to enthusiastically deliver content and activities based on the Christian ethos and Statement of Faith of the Foundation even if this is not a faith which is personally held by the candidate.
4. Well organised and proactive, able to take initiative and organise day to day tasks as well as being willing to submit to guidance from those in positions of leadership.
5. Excellent communication skills with the ability to quickly establish positive relationships with children, adults and colleagues of different ages.
6. Ability to present facts, concepts and ideas lucidly and engagingly in verbal, written and visual form to children – candidates must be able to hold the attention of a room of people, managing challenging behaviour effectively and sensitively, inspiring participants to think differently.
7. Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
8. Friendly, cheerful, positive and self-driven, able to work independently and as part of a team with the ability to brief team members and volunteers effectively so everyone within a setting is positively engaged in tasks that need to be completed.
9. Confident knowledge of ICT and ability to set up projectors, research topics online, create presentations, etc.
10. Experience of organising small-scale events or coordinating projects is desirable.
11. Recognition that working in an organisation like RBF can be both physically and emotionally demanding due to the nature of some of the service users we encounter.
12. A believer in strongly supportive environments, sharing and being open with colleagues.
13. Ability to work with people from a variety of backgrounds, including those who hold strong religious convictions and those who do not profess a particular faith.

Other Relevant Information:

1. Working Week: Monday – Friday (Usual pattern is two full rest days)
2. Professional Support: RBF staff complete a mixture of training throughout the year, with everyone completing a series of core courses with additional personalised CPD opportunities
3. Location: Successful candidates will be primarily working at one of our wraparound/school holiday care settings in Essex
4. DBS & Probation: Appointments are subject to presentation of a satisfactory DBS certificate and a six month probationary period which may be extended at the recommendation of the candidate's line manager
5. Progression: RBF staff are given regular opportunities to explore promotions within the Organisation to senior leadership roles

Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.