



## LOUGHBOROUGH COMMUNITY CENTRE

Max Roach One O'clock Club  
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Registered Company No: 08385640 - Registered Charity 1152313

**Role Title:** Preschool and Family Programmes Lead

**Hours:** 35 hours per week, 8 hours per day Monday to Friday (Hours will include some afterschool wraparound, occasional evenings and weekends).

*We value work life balance and are willing to consider term time only and or 4 day week.*

**Salary:** £38,000 - £40,000 (FTE)

**Location:** Max Roach Centre, in person

**Holiday:** 28 days inclusive of bank holidays and Christmas 2 weeks allocation.

### Who are we:

Loughborough Community Centre (LCC) was established in Brixton in 1981, as a positive outcome from the Brixton Uprisings. We operate from the Max Roach Centre in Brixton. Our vital and multi award-winning project has been on the frontline before and during the pandemic supporting vulnerable and disadvantaged children and their families. We are in a positive position to grow the team to increase our impact for the community.

### What we do:

Core offer...

- Rosebuds Preschool (2 - 4yrs)
- Afterschool and Holiday Play Project (0 - 13yrs)
- Family Support

### Our mission:

**A safe place** where children, young people and families can come together, to play, learn and thrive.

Join us and become part of a happy, motivated and friendly team who support the social, emotional and learning needs of our intergenerational community, through our embedded approach of Listening, Collaboration and the Creation (LCC) of meaningful activities.

### The Rosebuds Preschool

Rosebuds Preschool is an award winning, Ofsted registered GOOD setting (02/2019) with 24 places. Established by local parents in 1981, we provide early learning opportunities and support for children aged 2 – 5 years and their families.



The preschool works within the framework of The Early Years Foundation Stage (EYFS), with added emphasis on Outdoor Learning. Equality of opportunity for all is a core value that underpins the delivery of the curriculum we provide.

Loughborough Community Centre (LCC) manages the preschool. LCC encourages parents to support in the leadership of the preschool through the election of parent representatives on the board of trustees. The board meet at least three times a year, this ensures that local parents take an active part in the decision-making of the organisation.

### **Afterschool and Holiday Play**

The LCC afterschool club focuses on empowering futures for our children and our people to lead healthy and active lifestyles in a safe and nurturing environment. Whilst our award-winning Holiday Play Project works with partners such as Holiday and Activity Fund and the Mayors Kitchen Social programme to provide play and enrichment opportunities in addition to access to healthy balanced meals.

### **Family Support Initiatives**

We offer a number of stay and play opportunities throughout the week and a monthly Dads Time session. Working with various local and national partners including Home-Start Lambeth and The Literacy Trust. Family wellbeing and support activities wraparound the core service of the Preschool.

### **Full Job Description**

We are looking for a passionate, pro-active and experienced **Preschool Lead with the additional responsibility of our dynamic Family Engagement Programmes**, to join our developing team at the Rosebuds Preschool. Leading the quality and development of our award-winning services for children, young people, and families at the Max Roach Centre. This role emphasises a multi-disciplinary and integrated approach to early years education, play, and child initiatives.

#### **What does your role look like:**

**Quality Oversight:** Ensure high-quality early years learning and care at Rosebuds Preschool. Develop quality assurance frameworks to evaluate service effectiveness in addition to the formulation of a meaningful programme of family and child centred activities within our Play and Family Support initiatives at the centre.

**Program Development:** Design and manage family and child-centered activities in our play, and Family Support initiatives. Collaborate with practitioners to enhance educational offerings and align with best practices.

**Multi-Disciplinary Collaboration:** Promote integrated working across early years sectors. Engage in collaborative planning with educators, social services, health providers, and community organizations.

**Leadership and Management:** Advanced Early Years management knowledge, understanding and experience is fundamental to this role. Provide leadership and mentorship to staff, fostering professional development and continuous improvement.

**Community Engagement:** Organise year-round activities reflecting the Max Roach community's needs. Build relationships with partners to create a robust ecosystem for families.

**Benefits of working with us:**

- Highly Competitive Salary
- Concessional Preschool Place
- Employee Assistance Programme for Staff Mental Health Wellbeing and Support
- Regular Socials and Team Building Opportunities.
- Free Enhanced DBS Checks
- Well-Established Career Path and Training Opportunities
- Workplace Pension Scheme
- Induction and Supervision Programme
- Personal and Professional Development Plan
- Fresh Fruit, Tea & Coffee available for all staff

**Requirements:**

A passion for working with children, young people and their families. With a recognised qualification in Early Years / Childcare at Level 3 with a proven track record of 5 year's experience in a management / leadership role in an early years setting.

Experience of

- devising and applying a high quality curriculum for young children within the Early Years Foundation Stage.
- managing a team of early years professionals to improve the quality of EY practice.
- working with external groups / partners / organisations in a EY provision in a way that supports the child and its' family in a holistic way.
- Oversight and designed lead for Safeguarding children, Health and Safety.
- Monitoring activities / services using a database system.
- Managing and working within a designated budget.

## **General:**

### **Key Responsibilities**

You will be part of a rapidly developing, small and dynamic team, delivering a Preschool service and a range of innovative early intervention, targeted services and family support provision from our centre at Max Roach.

You will be skilled at leading a team, engaging parents, creating links between a range of stakeholders and service delivery, whilst also possessing the administrative and organisational skills to ensure all work is clearly tracked, monitored and evaluated as per our standardised online software (Blossom and Salesforce) and individual funders requirements.

### **Education & Learning**

- Responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
- Responsibility for drawing up long-term, medium-term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
- Advocate and lead for early years curriculum based on outdoor learning through play.
- Supervise the drawing up and implementation of the daily programme of activities and events.
- Comply with current Ofsted inspection requirements for achieving a 'Good' or above rating.
- Organise the key person system, ensuring parents/carers are aware of their child's key worker and that key workers regularly and effectively engage with their key children's parent/carer.
- Responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of assessment procedures.
- Understand and appreciate the importance of monitoring and evaluation in a preschool based setting.
- To carry out visits and inductions for new children and to ensure a smooth settlement.

### **Health & Safety**

- Fulfil duties as the Safeguarding Designated Officer to ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
- Ensure that Rosebuds Preschool is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.
- Contribute to and implement all early years policies and procedures, e.g. register and signing out procedures, accident and incident records, child protection, health and safety,

confidentiality, food safety, setting hygiene and complaints; and oversee that all policies and procedures are followed.

- Ensure that children attending the setting receive a balanced and healthy diet.

### **Leadership & Management**

- Create a positive and professional working environment for staff, encouraging teamwork and a desire to achieve.
- Responsibility for monitoring the quality of teaching, keeping up to date with current best practice, identifying training needs, and ensuring that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
- Ensure that performance management systems are in place and implemented e.g. induction, probation, supervision, team meetings, annual appraisals, and objective setting.
- Participate in the recruitment of staff and ensure that job descriptions are kept up to date.
- Aware at all times of the Preschool's financial position, understanding the balance between spending and income and the consequence of fluctuations in occupancy levels, raising any concerns with the trustees immediately.
- Ensure the petty cash system is managed appropriately and that any systems for income collection or invoicing are followed.
- Promote the Preschool and its' curriculum and activities/events by actively engaging with parents/carers and encouraging their involvement.
- Update and manage central database systems.
- Positively represent LCC in meetings and stakeholder events and give presentations.
- Organise and be actively involved in the set up and pack away of every session.
- Ensure equipment and resources are ordered within budget and maintained.
- Ensure that all conditions within the agreement with LCC are respected and adhered to.
- Politically and creatively aware and 'plugged in' to emerging needs and support for families in need.
- Understand the role of the trustees (Committee) in relation to the Preschool, liaising closely with the Chair, attending committee meetings as required and promoting staff and parent's understanding of the Committee's role.
- Establish effective and respectful working relationships with key contacts including (but not limited to) St John's C.E. Primary School, Hillmead Primary School, Loughborough Children's Centre, Jessop Children's Children, Liz Atkins Children Centre, St Helens Primary School, and other Preschools & Nurseries within the area.

**This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

Loughborough Community Centre is an equal opportunities employer. We are committed to safeguarding and safer recruitment. This role is subject to an enhanced DBS check.

Please visit our website for more information about us: ([lccmaxroach.co.uk](http://lccmaxroach.co.uk))

## Person Specification

	Required	Desirable
<b>Qualifications &amp; Training</b>		
Level 3 early years education and childcare qualification or equivalent	x	
Commitment to obtaining a level 4 qualification		x
Early years / child development related degree		x
Professional Training in: Community Development / Family Support / Early Help / Family Intervention		x
Completion of courses in effective supervision/management		x
Relevant First Aid Certificate	x	
DBS clearance	x	
<b>Experience/Knowledge</b>		
At least five year's proven experience of leadership/management role in an early years setting	x	
Proven understanding of the Early Years Foundation Stage and Development Matters guidance	x	
In-depth knowledge of statutory requirements for the provision of care for children aged two to five years	x	
Demonstrable and detailed knowledge of current, relevant legislation	x	
Sound up-to-date knowledge of Lambeth safeguarding and early intervention procedures	x	
<b>Skills</b>		
Focused on maximising the care and development of children within the preschool in the creation of a space in which they can be supported, to be healthy, play and learn	x	
Able to communicate effectively, both orally and in writing	x	
Able to establish positive relationships with staff,	x	

community groups / partners, parents, children, and young people		
Excellent interpersonal skills	x	
Numerate and financially aware with the ability to plan and manage budgets	x	
Able to plan and manage own and others workload	x	
Excellent organisational and administration skills	x	
Able to use initiative and make decisions independently	x	
Highly effective supervision skills – able to supervise the work of other staff	x	
Able to lead and motivate a team	x	
Effective team worker – able to work as part of own and other teams/ organisations in a spirit of partnership	x	
Effective IT skills – able to use Microsoft Office applications	x	
Effectively update and monitor central database	x	
Familiarity with using Blossom		x
Strong personal commitment to and understanding of equality and diversity and its delivery	x	
<b>Attributes</b>		
Motivated and self-starting able to work independently	x	
Stamina – ability to maintain high energy levels throughout working time	x	
Positive outlook, self-driven, embracing challenge and change	x	
Open to experimenting, new ideas, outside of the box thinking and reflective practice	x	
Caring and friendly personality	x	
Conscientious, reliable, and responsible	x	
Flexible and adaptable	x	
Professional	x	