



LOUGHBOROUGH COMMUNITY CENTRE

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

About Us

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.

Early Years Professional / Senior Practitioner (L3)

Full Job Description

We are seeking a passionate, proactive, and experienced Early Years Professional/Practitioner to join our developing team at Rosebuds Preschool. You will play a key role in leading the quality, development, and delivery of our award-winning services for children, young people, and families at the Max Roach Centre.

You will provide high-quality education, care, and family support, ensuring children experience a safe, nurturing, and inclusive environment where they can thrive. Working as part of a multidisciplinary team, you will bring strong leadership, early years knowledge, and a commitment to creating enabling spaces that support children's learning, development, wellbeing, and family engagement.

You will be confident in meeting all legal, statutory, and setting requirements, with a strong understanding of your professional contribution to maintaining high standards across Rosebuds Preschool, and the wider family and play services delivered by LCC at the Max Roach Centre.

Role Title: Early Year Professional (added area of responsibility) / Senior Practitioner

Hours: 35 hours per week, 7.5 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 or all year round.

Salary: £28,392 (FTE) depending on experience and up to an extra £3,640 per year incentive for added area of responsibility. Potential FTE £32,032.

Location: Rosebuds Preschool at Max Roach Centre, in person

Contract: Permanent – 6 months probationary period

Areas of Expertise and Additional Responsibilities

As an Early Years Professional, you will take on areas of specialist responsibility that contribute to the quality, safety, and continuous development of the setting. These roles provide leadership, guidance, and expertise within the wider team, supporting best practice and ensuring children and families receive high-quality, inclusive provision.

Areas of responsibility include:

- **Safeguarding Lead** – championing safeguarding practice, supporting a culture of vigilance, and ensuring policies, procedures, and statutory responsibilities are consistently upheld to protect children and families.
- **Health and Safety Lead** – promoting a safe, secure, and healthy environment through effective risk management, compliance, and continuous improvement of health and safety practices.
- **Learning and Development Lead** – supporting high-quality teaching, learning, and assessment practices that promote children’s curiosity, progress, wellbeing, and individual development.
- **Special Educational Needs and Disabilities Coordinator (SENCo)** – leading inclusive practice, coordinating support for children with additional needs, and working collaboratively with families and external professionals to ensure every child can thrive.

These areas of expertise recognise the enhanced contribution of the Early Years Professional, providing opportunities to lead practice, influence quality improvement, and support the ongoing development of Rosebuds Preschool.

Benefits of working with us:

- Highly Competitive Salary
- Team Of People Who Actually Care
- Concessional Preschool Place
- Employee Assistance Programme for Staff Mental Health Wellbeing and Support
- Birthdays Off
- 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

Experience Requirements:

We are looking for a passionate and committed Early Years Professional / Practitioner who is dedicated to supporting children, young people, and families to thrive. You will hold a recognised

Level 3 qualification in Early Years / Childcare and have a minimum of three years' experience working within an early years setting, demonstrating strong knowledge of high-quality practice.

You will have experience of:

- Planning, delivering, and evaluating high-quality learning experiences in line with the Early Years Foundation Stage (EYFS) framework, supporting children's individual development, curiosity, and wellbeing.
- Working collaboratively as part of an early years professional team to maintain and continuously improve the quality of practice, provision, and outcomes for children.
- Operating within a Key Person system, building secure, nurturing relationships with a designated group of children and supporting their individual needs, development, and family relationships.
- Working in partnership with families, external agencies, and community organisations to provide holistic support that recognises the needs of each child and their wider family context.
- Supporting safeguarding practices, promoting children's welfare, and contributing to a culture where children are protected, valued, and listened to.
- Promoting health and safety standards, including identifying risks, maintaining safe environments, and ensuring compliance with statutory and organisational requirements.
- Observing, assessing, and recording children's progress, engagement, activities, and service outcomes using appropriate systems and databases.
- Contributing to the preparation and organisation of the learning environment, ensuring spaces are safe, inclusive, well-resourced, and designed to encourage play, exploration, and learning.
- Supporting inclusive practice, working alongside colleagues and the SENCo to ensure all children, including those with additional needs, receive appropriate support.

You will demonstrate a reflective approach, strong communication skills, and a commitment to creating an environment where children and families feel supported, respected, and empowered.

Main Duties

Education & Learning

- Contribute to the responsibility 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.
- Contribute to the responsibility towards 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 for early years curriculum based on outdoor learning through play.
- Contribute to the responsibility of drawing up and implementing the daily programme of activities and events.

- Comply with current Ofsted inspection requirements for achieving a ‘Good’ or above rating.
- Contribute and support 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.
- Contribute to the responsibility for the implementation of systems for 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 safeguarding duties 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 and have their care and hygiene.

Leadership

- Contribute to create a positive and professional working environment for staff, encouraging teamwork and a desire to achieve.
- Support the monitoring of the quality of teaching, keeping up to date with current best practice, identifying training needs, and ensuring that you are appropriately supported to carry out your role effectively, including First Aid and Safeguarding etc.
- Work within the designated performance management system e.g. induction, probation, supervision, team meetings, annual appraisals, and objective setting.
- Participate in the recruitment of staff and ensure key information is shared with colleagues.
- Aware 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 leadership immediately.
- Use the appropriate petty cash and card system for income collection or invoicing.
- 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 (Blossom App).
- 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 wider projects in LCC and the trustee board (Committee) in relation to the Preschool, liaising closely with the nominated person and chair, attending committee meetings as required.
- 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

Person Specification

	Essential	Desirable
Qualifications & Training		
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 / SENCO / Family Support / Early Help / Family Intervention		x
Completion of courses in effective supervision/management		x
Relevant First Aid Certificate		X
DBS clearance	x	
Experience/Knowledge		
At least 3 year’s post qualification experience of an early years	x	

practitioner role in an early years setting		
Proven understanding and knowledge of the Early Years Foundation Stage and Development Matters guidance	x	
Knowledge of statutory requirements for the provision of care for children aged two to five years	x	
Up-to-date knowledge of Lambeth safeguarding and early intervention procedures	x	
Skills		
Professional experience of creating an enabling environment for the care and development of children within an EY setting.	x	
Able to communicate effectively, both orally and in writing	x	
Able to establish positive relationships with staff, community groups / partners, parents, children, and young people	x	
Good interpersonal skills	x	
Able to plan and manage own workload and support others when needed.	x	
Good organisational and administration skills	x	
Able to use initiative and make decisions independently	x	
Effective team player – able to work as part of a proactive team	x	
Effective IT skills – able to use Microsoft Office applications	x	
Familiarity with using Blossom		x
Strong personal commitment to and understanding of equality and diversity and its delivery	x	
Attributes		
Motivated and self-starting able to work independently	x	
Stamina – ability to maintain high energy levels throughout working time	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	