



# EYFS & Children Services Room Leader Recruitment Pack



## Welcome to St Chad's!

As a main community hub for our residents, we support a wide range of individuals and families. We focus on the locations of Bensham, Saltwell, Teams, Lobley Hill and Central Gateshead. We focus our support to people from low income households, refugees and asylum seekers. Despite the challenges people face, we know everyone has the potential to thrive and fulfil their potential with a little extra help. We are here for all ages, backgrounds and circumstances. The charity acts as a first point of contact for many vulnerable or at risk local people. We deliver a range of preventative and integrated services to help hard pressed families and individuals during difficult periods of their lives with practical, social and mental wellbeing support.

### Our Key Strategic Pillars

#### Children and Family

OFSTED registered childcare

1-1 Family Support

Family Support Groups



#### Commercial and Retail

St Chad's Thrift Shop

St Chad's Market



#### Community Services

Partnership Project

ESOL Classes In-person and online

Men's & Women's Group



You can read more about the work we do on our website -

[www.stchadscommunityproject.org](http://www.stchadscommunityproject.org)



We are a  
**Living Wage**  
Employer

St Chad's  
**Community Project**

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## Our Vision, Mission and Values

Our **vision** is to build a vibrant and resilient community in Bensham.

Our **mission** is to offer a range of community focused services that support residents to become empowered and connected, helping create one community.

### Our core values

**We add real value** – we offer relevant services that meet our community's needs, making a difference in the quality of our resident's lives.

**We are trustworthy** – we trust and respect each other, our residents, and delivery partners. Everything we do is underpinned by mutual respect.

**We are supportive** – we are friendly and approachable; we build trust and rapport with our residents and delivery partners through teamwork.

**We are professional** – our standards and delivery are exemplary. Our staff, volunteers, and trustees are fully trained and have personal development plans to help them become the best versions of themselves.

We demonstrate **behaviours** based on our **core values**:

**We are responsive** – we recognise our community has changing needs, and we will be flexible in our response to meet existing and emerging needs.

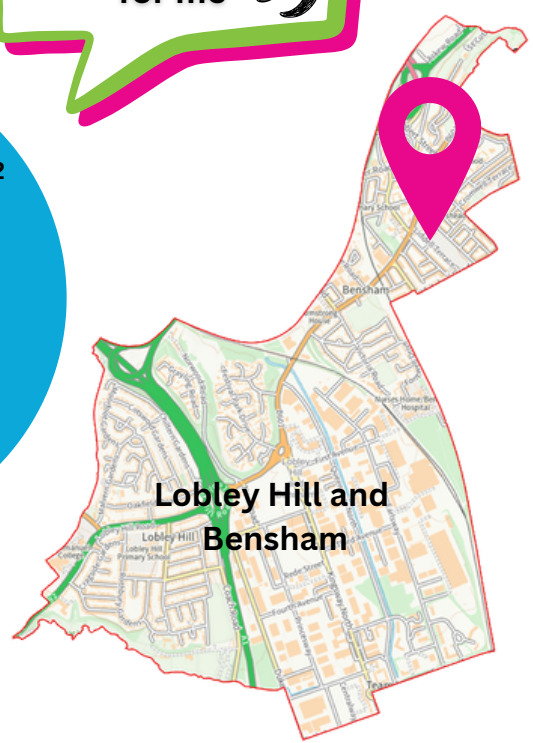
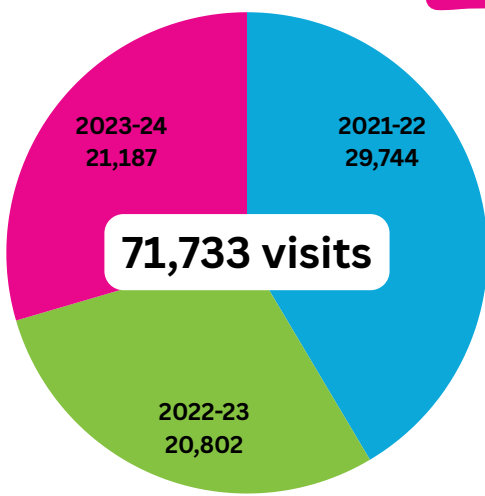
**We are respected** – we are proud of what we do, and we are professional in our delivery.

**We are trusted** – we will be open, inclusive, non-judgemental, and supportive of each other and our community.

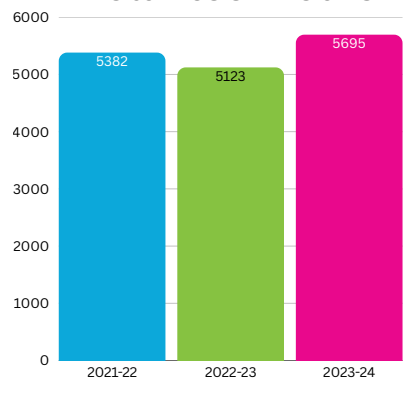
**We are accountable** – in everything we do.

**We are welcoming** – we will always greet you with a smile, and a gentle and appropriate sense of humour.

“ St Chad’s is a safe space for me ”



16,200  
volunteer hours





## Building a vibrant and resilient community

21 Liddell Terrace, Bensham, Gateshead, NE8 1YN

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ltreception@stchadscommunityproject.org

[www.stchadscommunityproject.org](http://www.stchadscommunityproject.org)



### Role Description

<b>Role:</b>	EYFS & Children Services Room Leader
<b>Strategic Pillar:</b>	Children and Family Services
<b>Salary:</b>	Band - B £13.62 per hour
<b>DBS checks:</b>	Enhanced DBS will be required upon appointment
<b>Reports to:</b>	Head of Children and Family Services
<b>Contract type:</b>	Permanent
<b>Hours or work:</b>	37.5 hours per week (all year round)

### **Main purpose**

At St Chad's Community Project we are on a mission to support our community to thrive. In 2024 we welcomed 21,817 visits to our building and our Family Support team worked with 1,546 families. We have an Ofsted rated 'Good' childcare service, deeply embedded in the local community of Bensham, Gateshead. We offer nursery, creche, out of school clubs including local school pick ups and holiday care for children aged 0-14 years.

The role contributes to our three-year strategy to empower and connect children and families through a "stepping stone" approach, supporting children at every stage of their development. Building on our core strengths and strong reputation for delivery, the postholder will play a key role in creating a safe, nurturing, and inclusive environment while working in partnership with families to provide consistent, reliable support throughout their childcare journey.

We are committed to providing:

- Sessions that always prioritise the safeguarding of the children.
- Regular consultation with parents and children and listening to the 'child's voice'.
- Resources for children to plan their own play opportunities.
- A free flow environment allowing children access to the garden area at all times, no matter the weather!
- Ambitious play opportunities that promote the child's development, self esteem and confidence based on the EYFS & the Playwork Principles.
- A staff team that is qualified, approachable and supportive towards children's needs and the needs of their family.
- Services that will follow legislation to date, for example, OFSTED regulation, The Children and Families Act 2014, EYFS, Every Child Matters.

**We are looking for a dedicated and experienced EYFS & Children Services Room Leader to support the day-to-day operations of our setting, ensuring high-quality care and early years education for all children across our services.**

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## **Role Description (cont.)**

### **Main responsibilities**

All employees of St Chad's Community Project are required to ensure our mission, vision and values are at the centre of all operational decisions and champion equality, equity, diversity and inclusion. There is an expectation that you will be flexible to work outside of office hours when necessary to complete the duties of the post and be committed to continue your own professional development. Key areas of responsibility include;

### **Leadership and Management**

- Work with the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working across all the childcare services including nursery, creche, out of school club and holiday care.
- Support the day-to-day management of staff, working in close collaboration with the Deputy Manager (DM) to ensure high standards of practice.
- Manage and plan the day-to-day running of activities, including efficient use of resources and time.
- Prepare for Ofsted inspections and work towards the early years provision's inspection goals.
- Keep up to date with the requirements of the EYFS framework.
- Uphold the early years provision's safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities including family cultures and medical history.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld in line with government guidance for early years education settings.
- Always maintain the early years provision's high standard of safety measures.

### **Activity Planning and Development**

- Support the DM in the planning and delivery of a creative and stimulating curriculum and ensure it supports a range of learning styles and develops each child's independence.
- Take responsibility for high-quality learning activities throughout the early years provision.
- Monitor the progress of children and report evaluated data to the DM.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Take responsibility for promoting inclusive practice, supporting children with SEND through planning, staff guidance, and liaison with the SENCO, families and outside professionals.
- Share and model outstanding practice.
- Oversee the planning, organisation, and implementation of engaging activities that reflect children's interests, developmental needs, seasons, and themes.

## **Role Description (cont.)**

### **Additional duties**

- Lead by example in promoting the health, safety, and wellbeing of all children within the room, ensuring a nurturing and inclusive environment.
- Take responsibility for maintaining a high standard of care and education, in line with safeguarding policies and procedures, ensuring these are consistently implemented by all team members.
- Effectively support staff in responding to challenging behaviour using appropriate and consistent strategies.
- Ensure displays are regularly updated to a high standard, showcasing children's learning and experiences.
- Take lead responsibility for health and safety within the room, ensuring all policies and procedures are adhered to at all times.
- Carry out and regularly review detailed risk assessments for the room and outdoor areas, identifying hazards and implementing appropriate control measures.
- Ensure the room is kept clean, tidy, and well-organised to support a safe and effective learning environment.
- Oversee the correct storage, labelling, and regular cleaning of resources, toys, and equipment, reporting any damages or hazards to management promptly.
- Maintain high standards of hygiene and cleanliness, ensuring compliance with health and safety regulations.
- Support and guide staff in maintaining a safe environment, promoting good practice at all times.
- Assist with administrative duties, including record-keeping, observations, and documentation where required.
- Work collaboratively with management and colleagues, undertaking any additional reasonable duties as requested by the line manager.



## Personal specification - EYFS & Children Services Room Leader

### All St Chad's staff members must...

- Show a commitment to and enthusiasm for our vision, mission and values.
- Be able to cope with the demands of the post and commit to attending training.
- Have the ability to treat beneficiaries and colleagues in accordance with policies on equalities and dignity at work, safeguarding and health and safety.
- Have a genuine interest and ability in building supportive relationships.
- Be able to work as part of a team.
- Have the ability to organise and prioritise work, alongside delegating and managing the workloads of others.
- Have a flexible and 'can do' attitude. Be resilient, able to think on one's feet to address and solve problems.
- Be innovative and forward thinking.
- Be able to work in a changing environment and take people with you.

### Qualifications and training

Essential	Desirable
<ul style="list-style-type: none"> <li>• Full and relevant minimum level 3 qualification or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant safeguarding and child protection training undertaken and a willingness to update training regularly</li> <li>• Enhanced DBS</li> <li>• Paediatric First Aid training</li> <li>• Knowledge about the Playwork Principles</li> </ul>

### Skills and experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least two years of experience in an EYFS environment.</li> <li>• Experience monitoring and recording a child's development.</li> <li>• Experience working alongside a SLT to develop the quality of the curriculum and learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with SEND, and children with emotional and behavioural difficulties.</li> </ul>

## Personal specification - EYFS & Children Services Room Leader

### Knowledge

#### The successful candidate will have...

- In-depth knowledge and understanding of the EYFS framework.
- In-depth knowledge of current legislation.
- An understanding of curriculum and pedagogical issues in relation to EYFS.
- Creative and stimulating teaching strategies which engage and motivate children.
- An ability to identify problem areas and suggest appropriate measures for improvement.
- An ability to analyse, understand, interpret and respond to performance data.
- An understanding of professional development opportunities for EYFS.
- A clear understanding of how to monitor staff performance and communicate this to a senior leadership team.
- An ability to maintain consistently high standards and ensure quality of teaching.
- An ability to promote and sustain high standards for children.
- A wide knowledge of educational terminology.
- A clear understanding of child development and how this contributes to teaching strategies.

### Personal traits

#### The successful candidate will have...

- Excellent communication skills, both written and verbal.
- Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience.
- An ability to establish and maintain professional working relationships.
- An ability to manage and prioritise a demanding workload, and that of others, if necessary.
- A high level of accuracy and attention to detail.
- Excellent time management skills and organisation.
- An ability to model good practice and engage in self-reflection.
- An ability to think strategically and manage problems.
- Good customer service skills, acting with a calm and courteous manner.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

## Application Process

We would love to hear from you if you think you could be a good fit for the role.

**To apply please email**

**[jaskaur@stchadscommunityproject.org](mailto:jaskaur@stchadscommunityproject.org)**

**for an application pack and instructions.**

**Application deadline  
midnight on Monday 20<sup>th</sup>  
April 2026.**



*If you have any questions about the role we would be more than happy to arrange a phone call or a visit.*

*Please get in touch via the contact email above and one of the team will be in touch.*

*We look forward to hearing from you!*

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