

April 2018

Bugle House  
53 Bugle Street  
Southampton  
SO14 2LF  
Tel: 02383 140640

Dear Applicant

**Re: Role of Early Years Practitioner (ref 839) at YMCA Fairthorne Group**

Thank you for your interest in the above position. Please find enclosed the following:

- Job Description
- Child Protection and Safeguarding Policy
- Vulnerable Adults Protection Policy
- The YMCA Way

The YMCA is committed to safeguarding and promoting the welfare of children and young people. Successful applicants are subject to references and an enhanced DBS disclosure.

You can apply online at <https://www.ymca-fg.org/childcare-early-years/> and click the "Apply Now" button. In completing your application, please pay particular note to the person specification detailed in the job description.

Please see our website for the closing date.

For more information about our wider services please visit our website at [www.ymca-fg.org](http://www.ymca-fg.org). If you have any other questions please do not hesitate to email [eyrecruitment@ymca-fg.org](mailto:eyrecruitment@ymca-fg.org) or call 02382 145463.

Yours sincerely

Kate Snow  
**Human Resources**  
**HR Advisor**



## Fairthorne Group

### Section A: Main Elements of the Duties of Early Years Practitioner

**Reports to:** Nursery Manager

#### Organisational Context

YMCA Fairthorne Group is a community based charity with a serious ambition to grow our already successful social enterprise model. Our mission is to champion and add value to young lives by providing experiences that challenge, enable and develop the individual. We deliver services and programmes in youth and children's work from 13 different venues, as well as in schools and community venues across Basingstoke, Southampton, Hampshire, Portsmouth and the Isle of Wight.

YMCA Fairthorne Group are looking to recruit an **Early Years Practitioner** with hours available at our local childcare settling in St Vincent's Gosport Nursery, Portsea Nursery and Whale Island Nursery.

We are looking to recruit bank staff in the Portsmouth area. If you are interested in working for a great organisation that values their staff, with pay rates starting at £7.38 per hours regarding of age/qualification, then please call 02382 145463 for an informal chat about becoming part of the team.

#### Job Purpose

The Early Years Practitioner will deliver the highest quality of care and curriculum in line with the YMCA Way and Ofsted guidelines. They will inspire our customers through delivering an exciting, child-led, play based curriculum utilising the outdoors where-ever possible. They will also be expected to assist their Room Leader in identifying areas of development and work in cooperation with a view to creating an outstanding Nursery.

All staff at YMCA are expected to work within "The YMCA Way". The YMCA Way defines how we deliver our services and has 6 lenses through which we view our work:

- YMCA vision: to transform communities so that all children, young people and families can truly belong, contribute and thrive.
- YMCA mission: to add value to young lives by providing experiences which challenge, enable and develop the individual.
- YMCA values: welcoming, listening, caring, exciting, active and inspiring.
- Developmental Assets: The result of a study by Search Institute of millions of children, which has identified 40 common "Assets" which contribute to positive life outcomes. We audit our services against their ability to deliver or influence Asset development.
- External regulation: includes regulatory frameworks (eg Ofsted), quality assurance schemes, contracted service specifications and monitoring and evaluation.
- YMCA staff behaviours: we want our staff to be inspirational role models.

We believe that if all of the above are in place, we will deliver excellent outcomes-based services which create genuine positive change for children, young people and families.

This role is covered by any legal legislation i.e. Children and Young Person Act 1933, Health and Safety at Work Regulations 1999, 2011 Education Bill and Ofsted.

### **Duties and Responsibilities**

- At all times to work within the YMCA Way
- To work in, cooperation with other team members, to provide a caring supportive environment in which children can thrive.
- Provide inspirational opportunities for children's play and care, incorporating planned, routine and spontaneous activities which meet the needs of all children.
- To provide a high standard of customer service to children, parents and other stakeholders.
- Work with individual children on a key worker basis to maintain an in-depth focus on their needs, interests and development. Ensure all their planning, profiles and paperwork is kept up to date in accordance with EYFS, Ofsted requirements and YMCA standards
- Ensure that the development of each child is recognised, recorded and shared appropriately with parents and colleagues
- Ensure that the physical and emotional welfare of the children remains the highest priority at all times, and report areas of concern to the nursery SENCO or leadership team.
- To ensure other nursery supporting paperwork is kept up to date. As directed by the your line manager and the management team.
- Ensure that staffing ratios are maintained, assisting colleagues where needed
- To work in compliance with the organisation's childcare policies and procedures.
- Report to your line manager any potential risks to which the Charity is or may be exposed
- Assist with marketing activities to improve nursery occupancy.
- Assist with the support and development of new staff, volunteers and students
- To take part in training courses, conferences and nursery meetings as directed by management, some of which maybe outside of normal working hours.
- To continually update knowledge of current childcare issues, legislation and practices
- Anything else reasonably requested by the management of the organisation
- To act in the interests of your own safety & the safety of others at all times
- To follow YMCA Fairthorne Group's Safe Guarding, Child Protection and Safer Working practice policies at all times. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management.

## **Section B: Person Specification & Key Competencies**

### **Personal Attributes**

- An inspirational approach to helping young children develop through play
- A genuine enthusiasm for the work of the organisation.
- Ability and willingness to relate positively to customers (adults and children) and staff.
- Ability to work under pressure and to strict deadlines.
- Self-motivated and able to inspire others
- A creative and flexible approach to the work of the organisation.

### **Qualifications/Experience**

#### **Essential:**

- Be a qualified childcare practitioner minimum Level 2, (willingness to train).
- An understanding of the developmental needs of children.
- Basic Knowledge of health and safety
- Knowledge and understanding of safeguarding good practice

#### **Desirable:**

- Be a qualified childcare practitioner at NVQ3
- 2 years childcare experience
- Knowledge of health and safety and ability to complete risk assessments (or willingness to train).
- Paediatric First Aid

### **Skills / Abilities**

- Sympathetic to the aims and purposes of the YMCA.
- An empathy and enjoyment of working with Children.
- Ability to work as part of a team.
- The ability to keep and maintain accurate records.
- The ability to form plans and carry them out in a busy environment.



## Fairthorne Group

### Section C: Terms and Conditions

This position will be subject to the normal terms and conditions for working within the YMCA.

**1. Salary:**

From £7.50 per hour. Depending on experiences and qualifications.

**2. Hours of Work:**

Flexible working between Monday to Friday between the hours of 7.15am to 6.15pm but occasional weekend and evening work may be required, for which time off in lieu will be given.

**3. Paid Leave Entitlement**

On commencement of employment your annual entitlement will be 20 days plus statutory holidays.

However upon meeting set criteria the paid leave entitlement can rise as follows:

2-3 years satisfactory service - 22 days (plus statutory holidays)

3-4 years satisfactory service - 23 days (plus statutory holidays)

4-5 years satisfactory service - 24 days (plus statutory holidays)

5 + years satisfactory service - 25 days (plus statutory holidays)

All paid leave including statutory holidays are pro rata for part time employees.

**4. Induction Period**

Up to 6 months

**5. Pension Entitlement**

This post is eligible for membership of the YMCA-FG Auto Enrolment pension scheme.

**6. Period of Notice Offered and Required**

1 month both ways during your probation period and thereafter 1 month notice both ways.

**7. Condition of Employment**

Satisfactory references, DBS disclosure, Health declaration and Declaration of criminal convictions.

**8. In Service Training**

YMCA Fairthorne Group is committed to staff training at all levels and actively encourages participation.

**9. Location of employment**

This role is based at our Portsmouth Nurseries, but may work occasionally at any of our other sites in the local area.



# Fairthorne Group

## CHILD PROTECTION and SAFEGUARDING POLICY

### Introduction

As one of its major activities the YMCA Fairthorne Group seeks to serve the needs of children and young people and in doing so, takes seriously the welfare of all children and young people who we work with, whether on our premises or within their communities. YMCA Fairthorne Group recognises that it is our responsibility as an organisation to prevent the physical, sexual and emotional abuse of children and young people or their neglect. Each individual employee, volunteer or board member shares this responsibility. Therefore we are committed to implementing, maintaining and regularly reviewing our Child Protection and Safeguarding policies and procedures.

### Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of a child or young person is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities and where to access guidance and support. The policy relates to children and young people within our direct care or those within the communities in which we work.

### Definitions

<b>Child</b>	A child is anyone who has not yet reached their 18th birthday. Over 18yrs see vulnerable adult policy.
<b>Child Protection</b>	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child, young person and/or their family.
<b>Safeguarding</b>	Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children and young people whilst in our care.

### National Legislative Responsibilities

The Children Act 2004 dictates the legislative framework to which YMCA Fairthorne Group will comply. This is expressed in the Stay Safe outcome of the Every Child Matters Change for Children programme.

### Local Accountability

YMCA Fairthorne Group works within the guidelines and procedural requirements of the Hampshire, Isle of Wight, Portsmouth and Southampton Local Area Safeguarding Children Boards.

### Global Perspective

YMCA Fairthorne Group supports the practical application of the United Nations Convention of the Rights of the Child (UNCRC) in all relevant aspects of our work.

### Safer Working Practice

The YMCA Fairthorne Group has adopted the publication Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009.

### The Policy is supported by an Operating Policy and Guidance document: YMCA Fairthorne Group Child Protection & Safe Guarding Operating Guidance

Updated By: Peter Cooper – 18 April 2011

Board Ratification – 15<sup>th</sup> December 2008

Review: 15<sup>th</sup> December

2012[http://voice.ymca-fg.org/resources/GroupPolicies/Child Protection RDEC2011.docx](http://voice.ymca-fg.org/resources/GroupPolicies/Child%20Protection%20RDEC2011.docx)

## VULNERABLE ADULTS PROTECTION POLICY

### Introduction

Within the scope of the activities that YMCA Fairthorne Group offers to the community, it remains paramount that it looks to the welfare of all users of its facilities.

Whilst a major focus of the work of the group is with children and young people aged up to 18 as the group widens its remit it is increasingly common that it will come into contact with vulnerable adults both directly and indirectly.

YMCA Fairthorne Group recognises that it is the responsibility of the organisation to prevent the physical, sexual and emotional abuse of vulnerable adults and/or their neglect.

Each individual employee, volunteer or board member shares this responsibility. Therefore we are committed to implementing, maintaining and the regular review of our Protection and Safeguarding policies and procedures for children, young people and vulnerable adults.

### Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of vulnerable adults is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities and where to access guidance and support. The policy relates to vulnerable adults within our direct care or those within the communities in which we work.

### Definitions

**Vulnerable Adults** – A vulnerable adult is defined by YMCA Fairthorne Group as someone over the age of 18 who is or may be in need by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against harm or exploitation.

For Young People aged under 18, the procedures and policy as detailed in the YMCA Fairthorne Group – Child Protection Policy should be followed.

**Vulnerable Adult Protection** – Actions taken and documented by YMCA Fairthorne Group in response to a concern about a vulnerable adult or their family.

**Safeguarding** – Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children, young people and vulnerable adults whilst in our care.



## **National Legislative Responsibilities**

This policy and associated procedures have been produced in the light of government legislation:

Protection of vulnerable adults, England and Wales, The Care Standards Act 2000 (Extension of protection of Vulnerable Adults Scheme) Regulations 2004.

## **Local Accountability**

YMCA Fairthorne Group works within the guidelines and procedural requirements of the Hampshire County Council, Dorset County Council, Isle of Wight, Portsmouth City Council and Southampton City Council.

## **Global Perspective**

YMCA Fairthorne Group supports the practical application of the *United Nations Convention of the Rights of the Child (UNCRC)* and the *Universal Declaration of Human Rights* in all relevant aspects of our work.

## **Safer Working Practice**

The YMCA Fairthorne Group has adopted the publication *Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009*.

**The Policy is supported by an Operating Policy and Guidance document: YMCA Fairthorne Group – Vulnerable Adult Protection Policy**



## The YMCA Way

### The YMCA Way

YMCA Fairthorne Group have a long history of working with children, young people and families in communities across the south of England and we pride ourselves on being different to other organisations that offer similar services. Our uniqueness cannot be defined simply by the services we offer, the staff we employ or the resources we have. The YMCA Way is how we combine all aspects of our work to ensure our unique approach is highly effective at all times.

The diagram on the right illustrates the six lenses that make up the YMCA Way. Every piece of work we deliver is viewed through each of these lenses to guide our decisions, actions and behaviours. Only when our services are viewed through each of the lenses equally are we working the YMCA Way.



### Staff Behaviours

This is a set of behaviours that every member of staff at our YMCA should demonstrate, regardless of job role. These behaviours are used to promote the best experience for all our customers and families, and are referenced directly in all staff performance reviews.

- Uses active listening skills and appropriate tone and gestures in all interactions
- Takes time to recognise and celebrate achievements by all individuals
- Always takes responsibility for ensuring people's needs are understood and met. Sees things from other people's point of view and seeks support when needed
- Is always enthusiastic and recognises the importance of every interaction, regardless of who it's with
- Always recognises talents in others and provides opportunities to share their talents with others
- Appropriately uses values language in all interactions
- Consistently uses initiative to respond to needs as they arise

### Vision

The YMCA's vision is to be a leader in transforming our local community so that all children, young people and their families truly belong, contribute and thrive.

### Mission

YMCA Fairthorne Group will champion and add value to young lives by providing experiences that challenge, enable and develop the individual.

### Values

WELCOMING · CARING · LISTENING · INSPIRING · EXCITING · ACTIVE

### Developmental Assets

The Developmental Assets are 40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults. The 40 assets can be broken down into 8 key areas:

- |                             |                        |
|-----------------------------|------------------------|
| Support                     | Commitment to Learning |
| Empowerment                 | Positive Values        |
| Boundaries and Expectations | Social Competencies    |
| Constructive use of Time    | Positive Identity      |

### External Regulation

These are the varying external regulatory bodies all of our areas of work are accountable to, eg Ofsted, employment law. External regulation is not a barrier to the YMCA Way but allows us to demonstrate that our way of working in all areas is highly effective. Regulating bodies such as Ofsted and Supporting People (housing) are impressed by our ability to translate their requirements clearly and effectively to fit our own values and mission.