

October 2018

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

Dear Applicant

Re: Role of Early Years Practitioner - Lunch Cover Hours (Ref 889) 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. If you have any other questions please do not hesitate to email eyrecruitment@ymca-fg.org or call 01489 785228.

Yours sincerely

Lucy Heath
**Early Years
Recruitment 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 purpose allows people the opportunity to lead happy, healthy lives. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes**.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues. Our programmes include 13 early years settings, Daycamps, community activities and housing for young people.

Fairthorne Manor Nursery in Botley is set in an old manor house and within 111 acres of grounds, the nursery supports up to 120 children at any one time in a truly inspirational setting. Children are cared and nurtured; supported to challenge and develop themselves, and most importantly allowed to play and enjoy their childhood. The nursery adopts the “YMCA Way” and this defines *how* we deliver our services to ensure each child in our care secure the very best outcomes, and staff are able to excel.

The nursery uses the extensive Fairthorne Manor grounds to full effect. Streams are used for water play and pond dipping; the woods are used for climbing, digging and sites for fire lighting; and the parkland allows children to run with a sense of freedom. We believe this forest school approach allows children to test their boundaries, use their imagination, be physically fit and most importantly, have enormous fun.

In 2013, the nursery was fully refurbished and expanded to improve the nursery environment and enable more children to access our provision. At this point, a new baby garden was established as well as new rooms, toilets and reception area.

The nursery shares the Fairthorne Manor site with a children’s activity centre, family park and campsite and the organisation’s head office.

Job Purpose

You will be providing assistance to young children prior, during and after lunch time within the nursery setting.

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.

Duties and Responsibilities

- At all times work within the YMCA Way
- To provide indoor and outdoor play experiences for the children in line with the policies of the Nursery and the guidelines of the Early Years Foundation Stage.
- To participate in activity planning and implementation under the supervision and direction of the Room Leader.
- To help monitor the all round development of the children through the key person system, regular observations and record keeping.
- To help maintain the safety, security, physical and emotional welfare of the children in the Nursery and garden environments.
- To bring to the immediate attention of the Room Leader and/or Manager, any incidents or accidents, any child’s failure to thrive and any equipment that may be of danger.
- To arrange for any individual to receive immediate first-aid and informing the Manager as appropriate.
- To work positively with team members.
- 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.
- To act in the interests of your own safety & the safety of others at all times
- To attend training sessions and staff meetings as necessary.
- To support, supervise and assist all students in the Nursery, giving practical help and advice with assessments.
- To inform the Manager if staffing levels are not met because of an emergency.
- To maintain an up to date knowledge of current childcare issues, legislation and practices.
- Anything else reasonably requested by the management of the organisation

Section B: Person Specification & Key Competencies

Personal Attributes

- A genuine enthusiasm for the work of the organisation.
- Ability and willingness to relate positively towards children, parents and staff.
- Ability to motivate others.
- Ability to be punctual at all times.
- A creative and flexible approach to the work of the organisation.

Qualifications/Experience

- Food hygiene (or willingness to train)
- At least Level 2 or equivalent childcare / early years qualification, or willingness to train (scale will reflect experience).
- First aid qualification (or willingness to train)
- Basic knowledge of health and safety.

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:**
£14,625 to £17,500 per annum FTE . Depending on experiences and qualifications.

2. **Hours of Work:**
This is a 25 hours per week post, 9.30am – 2.30pm Monday to Friday.

There will be a requirement for occasional evening and weekend working, for which time off in lieu will be given.

3. **Paid Leave Entitlement**
On commencement of employment your annual entitlement will be FTE of 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 primarily based at YMCA Nursery Fairthorne Manor, Curdridge but may work occasional 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

Child	A child is anyone who has not yet reached their 18th birthday. Over 18yrs see vulnerable adult policy.
Child Protection	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child, young person and/or their family.
Safeguarding	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 – 15th December 2008

Review: 15th 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.