

December 2018

Fairthorne Manor  
Curdrige  
Southampton  
SO30 2GH  
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Dear Applicant

**Re: Role of Lead Practitioner – Preschool (ref 904) at YMCA Fairthorne Group**

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

- Job Description
- Safeguarding Children & Vulnerable Adults Policy

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

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

Please note the closing date for this vacancy is Tuesday 18<sup>th</sup> December 2018, with interviews to be held week commencing 7<sup>th</sup> January 2019.

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 140640.

Yours sincerely

Lucy Heath  
**Early Years Recruitment**

## **Section A: Main Elements of the Duties of Lead 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.

Fairthorne Manor Nursery in Botley is set in an old manor house and within a beautiful countryside setting, the nursery supports up to 128 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.

### **Job Purpose:**

The Lead Practitioner will lead on ensuring the highest quality of care and curriculum offered to the children within their own staff team. They will manage and inspire our early years practitioners to deliver an exciting, child-led, play based curriculum utilising the outdoors where-ever possible. They will also be expected to oversee the everyday practice, identify areas of development and work in cooperation with the nursery manager and nursery staff to raise and embed high standards.

### **Main Duties & Responsibilities:**

- Provide high quality indoor and outdoor play experiences for children in line with Nursery policies and the guidelines of the Early Years Foundation Stage.
- Be responsible for the overall running of the nursery room, ensuring the children are well cared for, their development supported, and the staff team managed. On a daily basis, this includes ensuring routines are planned and delivered effectively, staffing ratios are maintained, and the children's needs met.
- Monitor the development of the children through regular observations uploaded onto Connect, our online learning journal system, and use these to plan the childrens' next steps.
- Ensure a diverse curriculum of activities for all children in your room based on their individual needs and The Early Years Foundation Stage curriculum. This should consider the indoor and outdoor environment and should challenge and stretch the interests of the children and allow them to become confident, capable and have a positive self-image.
- Contribute towards continually improving the nursery's practice and environment, using room audits and reviews.

- Promote and role model best nursery practice, particularly in social interaction and relationships with children.
- Support a nominated group of key children.
- Provide SENCO/INCO cover to the nursery as required.
- Provide a safe environment with risk assessments in place.
- Line manage and support Early Years Practitioners, Apprentices and Volunteers working in your room, assisting when needed with their development and using tools such as peer observations and regular reviews.
- Deputise for the manager as required, including the opening and closing of the nursery in accordance with YMCA procedures.
- Ensure safeguarding is of the highest priority and report any concerns immediately.
- Attend any training courses, conferences and nursery meetings as required, some of which maybe outside of the normal working hours, and continually update knowledge of current childcare issues, legislation and practices.
- Ensure you act in the interests of your own safety and the safety of others at all times.
- Follow YMCA Fairthorne Group's Safeguarding, Child Protection and Safer Working practice policies at all times and take any concerns regarding health and/or wellbeing to the senior management team.
- Anything else reasonably requested by the senior management team or the YMCA Fairthorne Group.
- At all times work within the YMCA Way

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

### **Personal Attributes**

- An inspirational approach to helping young children develop through play
- Demonstrable leadership qualities able to motivate and develop others.
- Enthusiasm for the work and values of the organisation.
- Ability and willingness to relate positively to customers, including children, parents and staff.
- A creative and flexible approach to the work of the organisation.
- Ability to work under pressure and to strict deadlines.

### **Qualifications and Experiences: Essential**

- Be a qualified childcare practitioner minimum NVQ4, or L3 willingness to work towards L4.
- Minimum of 2 years experience of an appropriate childcare setting
- Strong understanding of the developmental needs of children.
- Experience of leading a team
- First aid qualification (or willingness to train)
- Knowledge of health and safety and ability to complete risk assessments
- Knowledge and understanding of safeguarding good practice.

### **Desirable**

- Qualified with Level 4/5 NVQ
- Early Years Professional or Teacher Status.

## **Section C: Terms and Conditions**

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

### **1. Salary:**

£17,500 - £24,500 per annum FTE. Depending on experiences and qualifications.

### **2. Hours of Work:**

The hours are 37.5 hours a week, normally Monday to Friday between the hours of 7.20-18.15.

You may be required to work Weekend and evenings, any additional hours will be given as time off in lieu.

### **3. Paid Leave Entitlement**

On commencement of employment your annual entitlement will be 25 days plus statutory holidays.

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

2-3 years satisfactory service - 27 days (plus statutory holidays)

3-4 years satisfactory service - 28 days (plus statutory holidays)

4-5 years satisfactory service - 29 days (plus statutory holidays)

5 + years satisfactory service - 30 days (plus statutory holidays)

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

### **4. Probation Period**

Up to 6 months probation period.

### **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 Enhanced DBS disclosure, Health Declaration, Declaration of Criminal Background, references and completion of a safeguarding interview. All posts are subject to YMCA Fairthorne Group's Terms and Conditions of Employment.

### **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 Fairthorne Manor, Southampton, but may work occasional at any of our other local sites in the area.

## Safeguarding Children & Vulnerable Adults Policy

### Introduction

The YMCA Fairthorne Group (YMCA FG) seeks to serve the needs of children, young people and vulnerable adults and in doing so, takes seriously their welfare. We recognise that it is our responsibility as an organisation to prevent their physical, sexual or emotional abuse and to prevent their neglect or exploitation. Each individual employee, volunteer or board member shares this responsibility. Therefore, we are committed to implementing, maintaining and regularly reviewing our Safeguarding policies and procedures. YMCA is committed to creating an environment which is safe and a culture where concerns are freely raised and responded to with rigor and resolve.

### Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of children and vulnerable adults is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities, where to access support and how to escalate their concerns. The policy relates to children and vulnerable adults within our direct care or those within the communities in which we work. This combined Level 1 children and vulnerable adults safeguarding policy has been produced in recognition that much of our work is with young people in the transition years between childhood and adulthood. The YMCA FG will apply equal rigor to our safeguarding procedures regardless of the age of the individual.

### Definitions

<b>Child</b>	A child is anyone who has not yet reached their 18th birthday.
<b>Vulnerable Adults</b>	Vulnerable Adults are 18 years and over and due to their specific circumstance are more exposed to being exploited or abused.
<b>Child Protection</b>	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child and/or their family.
<b>Safeguarding</b>	Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children and vulnerable adults whilst in our care.

### Legislative Context

The following legislation collectively influences our safeguarding policy;

- The Children Act 1989 (and its amendments)
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Working to Safeguarding Children July 2018
- Children and Social Work Act 2017
- Female Genital Mutilation Act 2003 as amended in Serious Crime Act 2015
- DfE (Guidance) Nov 2014 – Promotion of British Values
- Barring and Disclosure updated 31<sup>st</sup> August 2018



## **Principal National Guidance**

*Working Together to Safeguard Children, Department of Education Updated July 2018* provides the principal guidance.

## **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 (known as 4LSCB).

## **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.

## **Designated Responsibilities**

Whilst every member of staff and volunteer has any individual responsibility to safeguard and protect children and vulnerable adults, the organisation has designated the following individuals with specific responsibilities;

Designated Safeguarding Officer – Chris Hand CEO (covering sabbatical)  
In his absence, the following have been trained to deputise;

Sally Arscott  
Emma Corina  
Simon Davies  
Emily Akerman  
Chris Heighway

Board Representative – Sheila Clark, Chair of the Board

An organisation wide Safeguarding Committee will meet two or more times a year.

This Policy is supported by the following level 2 operating policies;

- Safeguarding Children and Child Protection Operating Guidance
- Safeguarding Vulnerable Adults at Risk Operating Guidance
- Exclusion Policy
- Confidentiality Policy
- Bullying Prevention & Intervention Policy

The Operating Policies includes reporting and referral protocols and safer recruitment requirements.

## **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*.