DETAILS OF A POST

**SECTION A: JOB DESCRIPTION**

1. ASSOCIATION: YMCA Bournemouth

2. JOB TITLE: **Relief Early Years Practitioner (Grade 1)**

3. RESPONSIBLE TO: Preschool Management

4. JOB PURPOSE: To work within Teddy’s Preschool assisting with the teaching, care, learning and development of the children in attendance. To work within the EYFS framework ensuring that activities are provided within an accessible environment. To work as part of an inclusive team holistically supporting children and their families.

The role has a statutory, occupational requirement to ensure the safety and welfare of all children, young people and adults at risk using our services. The post holder will take responsibility for ensuring safeguarding children, young people and adults at risk is a priority and follow both YMCA safeguarding policy and Pan Dorset statutory guidance.

Words such as **employee** and **worker** are used here interchangeably and are not considered determinative of employment status.

5. MAIN RESPONSIBILITIES:

1. To report all concerns relating to children in our care to a senior member of staff in accordance with our safeguarding policy.
2. To establish positive relationships with children and their parents/carers.

b) To observe children’s development, liaising with the child’s key person and where appropriate inform the child’s family of progress made/next steps.

c) To organise learning opportunities for children, taking into account age, ability and individual interests and by providing a variety of resources.

d) To actively encourage children to lead play, encouraging participation from all, and by helping children to discover and feel empowered through play.

e) To provide support with toileting and encourage self-care.

f) To prepare and provide snacks for children (if undertaken food safety training) and to encourage conversation around healthy foods/snacks at snack/lunch times, encouraging package opening and cleaning up also.

g) To work within current quality assurance schemes and guidelines.

h) To keep personal, professional skills and knowledge up to date

i) To help to evaluate and celebrate children’s work.

***In addition to the job set out in this job description the employee may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of YMCA Bournemouth.***

6. SCALE AND IMPACT

The employee will act initially as a member of the Teddy’s Preschool team, but will join a Relief bank team which may be used by other YMCA Bournemouth provision’s, including the Pokesdown and Southbourne Children’s Centre team’s which are managed by the association between YMCA Bournemouth and Bournemouth Borough council.

7. DISCRETION TO ACT

Authority to act is outlined in the job responsibilities and in line with the organisation programme policy documents.

8. ENVIRONMENT

YMCA Bournemouth is a registered Christian charity that has been in the community for almost 145 years.  We provide local services and projects that give children, young people and adults (particularly the most vulnerable) the compassion they need today, the hope for a better future and the faith to achieve it. We are inspired by our Christian foundations to work across a variety of areas, with the aim of transforming lives and communities so that together, everyone can belong, contribute and thrive.

Accommodation & Support - We are a supported needs’ Housing Association, with most of our residents needing short term intensive housing management and support. Occupying hostel rooms, shared houses and self-contained flats in a variety of locations, we offer personal support, life skills, counselling, keywork, advice and guidance and an array of additional services to aid move on to independence and a positive long-term future.

Family Work –We are commissioned to work in Family Hubs, with local families, children and young people helping to deliver effective and impactful support and quality services that secure positive outcomes. We also run our highly regarded Teddys Pre-school, with a speciality in supporting SEN and run a Child Contact Centres from various sites enabling children to have contact with their non-resident parent and other family members in a neutral, safe environment through supervised, supported or handover sessions.

Health & Wellbeing – We work in health and leisure with thousands of members using our facilities at any time for swimming, working out in our gyms, using our sports halls and other facilities.  We also have a small gym and sports hall at our Westover Road facility that is one of the first gyms in the country, here we offer public memberships and also a specific fitness service for those with various support needs in our accommodation.  In the school holidays we offer a range of holiday clubs. We also run a Christian retreat and activity centre in Studland for up to 32 people to get away for a self-catering break.

Training & Education – As well as providing training and education to our clients such as young people, families, hostel residents; we offer various professional training courses to local business, Churches and anyone in the community, including First Aid, Health & Safety and Safeguarding. We also offer several community venues/conference centres/rooms for hire.

Support & Advice – We run several youth centres in the region, we run ‘Chatterboxes’ groups for young people with disabilities and we work to inspire, train, mentor and support young people to empower them for life and to lead in the challenges of their generation. We have a Chaplaincy team working across all areas of the YMCA, serving the spiritual needs of our staff and community.  We also have a professional BACP accredited Counselling Service for our clients, staff and the local community.

9. RELATIONSHIPS

Internal – The employee will relate to other staff members through regular room and team meetings and will report to the Management team on a regular basis.

External – The employee will help to develop & maintain effective communication and working relationships with all multi-agency representatives. They will also relate to parents and carers who may potentially use the pre-school/children’s centre services.

**SECTION B: PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **1. Qualifications/ Knowledge/Experience** | Essential/Desirable | How Assessed? |
| NVQ Level 3 or equivalent qualification in relevant area | E | AF |
| Experience of working effectively in childcare settings,  | E | SS, I |
| Safeguarding/ Child protection qualification or willingness to train | E | AF |
| Comprehensive knowledge of safeguarding and child protection | E | SS, I |
| Evidence of continuing professional development | D | AF |
| First Aid qualification | D | AF |
| Sound knowledge of equal opportunities, data protection, confidentiality, health and safety, fire and food safety | D | SS |
| Working collaboratively as part of a team, establishing trust and receiving positive feedback | E | SS, I |
| Knowledge of Child development and the needs of children and families. | E | SS, I |
| Experience of In the Moment Planning and an understanding of the importance of play.  | D | SS, I |
| To have an understanding of the importance of parental involvement in children’s development | E | SS, I |
| **2. Abilities / skills** |  |  |
| Communicate effectively to a range of audiences, both orally and written. | E | SS, I |
| Build and maintain good levels of service, handling queries effectively and referring onwards as necessary | E | SS, I |
| Relate well to others, showing empathy, sensitivity and support | E | I |
| Demonstrate reflective practice and personal development by engaging with the supervision and appraisal procedures | E | SS |

|  |  |  |
| --- | --- | --- |
| **3. Personal/other** |  |  |
| Support the Christian Aims and Purposes of the YMCA | E | SS |
| Commitment to anti-discriminatory practice and willingness to work within the policies and procedures of the organisation | E | I  |

**KEY:**

* AF - Application Form
* SS - Supporting Statement
* I - Interview

Name/Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_