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**Job Information Pack**  
**Toddlers Room Lead**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title: Toddlers Room Lead**

**Reports to: Nursery Manager**

### **Background**

The Old Potting Shed is a unique nursery set in the picturesque Coombe Lodge Estate in Blagdon. The beautiful setting comprises two buildings. The Stables, full of character and charm using original features to create a cosy, intimate and unique baby unit. Our toddler and pre-school rooms are housed in the potting shed, a delightful building also with many original features and direct access from each room out to our stunning private walled garden. We make the most of our wonderful surroundings at The Old Potting Shed, with a play-based curriculum that focuses on being outdoors and recognises the benefit of learning through nature. This stimulates children's minds, is beneficial for their physical health and gives each child an exciting and nurturing start to their education journey. The setting has developed into a 78-place setting since the YMCA Dulverton took over in November 2021.

### **Purpose**

The post holder will support the Manager to lead the toddler room, actively ensuring the highest quality of care to children 2 to 3 years of age and continue to foster and build relationships with parents and the wider community.

### **Other Key Relationships:**

- Parents and Carers
- Other setting Managers/ Deputy Managers;
- Local Health services partners
- Community based projects and partners
- Local Authority partners and stakeholders
- Head of Early Years Education
- Indirectly- Executive directors

## **Main Responsibilities**

- To provide effective and engaging opportunities for children to learn through play experiences that are cohesive with our practice and the EYFS, utilising the outdoors as much as possible.
- To provide a secure and stimulating environment where children can develop emotionally and intellectually as well as morally, physically, spiritually and socially, at their own pace.
- Ensure that the development of each child is recognised, next steps identified and planned for effectively and consistently across the room, whilst sharing these with parents and colleagues.
- To manage a key person system, regular observations and record keeping in line with the revised EYFS.
- Communicate effectively and work in partnership with the families and carers of children attending the setting.
- To help maintain the safety, security and wellbeing of the children in our care.
- To work positively with team members, advocating for high standards of practice and role modelling best practice.
- Assist with the support and development of new staff, volunteers and students. Provide theoretical and practical help and advice with development and assessments of students.
- Carry out regular supervisions and 1:1's with team, feeding back areas of support needed to management.
- Responsible for the day-to day management of the baby room, under the guidance of the Nursery Manager/ Deputy.
- Ensure that care and room routines are maintained and delivered effectively.
- Responsible for planning room moves and children's transitions.
- Ensure that all YMCA Dulverton Group's policies and procedures are adhered to by all staff across the setting. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management.
- To bring to the immediate attention of the Manager, any incidents or accidents, any child's failure to thrive, safeguarding concerns and any equipment that may be of danger.
- To attend and complete mandatory and any other training to fulfil your role as necessary.
- To maintain an up to date knowledge of current childcare issues, legislation and practices and share these with staff.
- To quality improve, reflect and implement changes needed to enhance the room responsible for.
- To deputise in the Manager/Deputy's absence.
- To undertake any other duties as deemed appropriate by the Nursery Manager, Head of Early Years Education, Executive Directors, CEO or Board of Trustee's.

### **Line Management Responsibility:**

- Early Years Practitioners
- Early Years Apprentice

### **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.
- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

### **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Toddlers Room Lead.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

## **Person Specification**

### **Qualifications and Experience**

- Minimum of Level 3 childcare qualification.
- Proven experience at an appropriate childcare setting.
- Strong understanding of the developmental needs of children, including those with additional needs.
- Willingness to engage in continuous professional development and reflect on own development.
- 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.

### **Knowledge, Skills, Abilities**

- A confident individual who is committed to providing the best quality opportunities to children, young people and the community.
- An empathy and enjoyment of working with children.
- Working knowledge of effective safeguarding practice.
- An effective team player.
- Good organisational and administrative skills.
- Ability to maintain good records and administration.
- Excellent verbal, written communication, and interpersonal skills.
- Good IT competency.
- Able to work on own initiative and lone work when required.
- The ability to form plans and carry them out in a busy environment.

### **Personal Qualities**

- Ability and willingness to relate positively towards children, parents and staff.
- Ability to be punctual at all times.
- An inspirational approach to helping young children develop through play.
- Demonstrate leadership qualities able to motivate and develop others.
- Enthusiasm for the work and values of the organisation.
- A belief in the value and importance of investing in the development of every individual in our teams.
- An ability work to set budgets.
- Ability to work under pressure and to strict deadlines.
- Can evidence an understanding and commitment to the principles of Equal Opportunities.
- A creative and flexible approach to the work of the organisation.
- Professional, diplomatic, and non-judgemental approach.
- Ability to motivate others.
- Able to support the Christian ethos of the YMCA.

- Committed to continuing professional development, both personally and in the interests of staff for whom the post has responsibility.
- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload.
- Team player, with ability to build relationships with beneficiaries.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Ability to anticipate need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change.

## **Main Terms of Employment**

**Salary:** £27,051.71 per annum.

**Location:** The Old Potting Shed Nursery, Coombe Lodge, Bath Road, Blagdon, BS40 7RE.

**Hours:** 40 hours per week.

**Flexible working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.

**Holidays:** 5.6 weeks per year, plus bank holidays.

**Pension:** On completion of a six-month probation period, YMCA Dulverton Group will contribute 3% of salary.