

Wraparound Care Lead	
<b>Location</b>	This role will be based at 21 Freeman Street but will be required to operate between all YMCA Humber locations and partner sites across North East Lincolnshire.
<b>Job Purpose Statement</b>	The primary role is to lead and oversee the 4 -11 years' service, encompassing parent and toddler, wrap around care and school-based activities in line with YMCA Humber's visions and core values.
<b>Hours of Work</b>	<p><u>Typical School Term Time delivery hours (38 weeks per year):</u></p> <ul style="list-style-type: none"> <li>Monday to Friday : Wrap Around Sessions.</li> <li>7.30 am – 9.30 am &amp; 2.30 pm – 6.30 pm (pre and after school provision)</li> <li>6 hours per day – 30 hours per week.</li> <li>(weekly hours will include approximately 5 hours set up and admin per week)</li> </ul> <p>There will be an expectation to work flexibly and fluidly to meet the needs of school holiday provision.</p>
Job Summary	
	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Ensuring the highest standards across all provisions, with particular attention to Safeguarding.</li> <li>Collaborating closely with the Head of Youth and Community, contributing to the development and implementation of YMCA Humber's Wraparound Care provision</li> <li>Ability and knowledge to actively engage with various stakeholders, including local communities, and government bodies fostering partnerships with local community and educational providers.</li> <li>Lead by example, overseeing the growth and development of the early years staff through effective training programmes and continuous professional development.</li> <li>Create stimulating engaging childcare provision including setting up and clear down of equipment.</li> <li>Take responsibility for supervising children in line with policy and ensure appropriate levels of support and interaction and a variety of activities are available.</li> <li>Provide effective support to all staff when and where needed and develop effective professional relationships across all departments.</li> <li>Assist with arrival and departure of children ensuring all are registered and signed out using appropriate protocols.</li> <li>Use a range of positive strategies to manage children's behaviour effectively.</li> <li>Help prepare and provide food and drink to children ensuring all areas are thorough cleaned and tidied afterwards.</li> <li>Have regard for child welfare, willing and able to administer first aid at an appropriate level and be prepared to wipe up bodily fluids where necessary to maintain a safe environment with the use.</li> </ul> <p><b><u>Service Delivery:</u></b></p> <ul style="list-style-type: none"> <li>Ability to create a safe, nurturing, and stimulating environment for children of all ages.</li> <li>Plan and implement age-appropriate activities, including arts and crafts, play and physical activity.</li> <li>Maintain accurate records and be able to use IT recording systems.</li> <li>Develop positive relationships with children and their families.</li> </ul>

	<ul style="list-style-type: none"> <li>Adhere to YMCA Humber policies and procedures, including safeguarding, health and safety, and confidentiality.</li> <li>Attend training and professional development sessions as required.</li> <li>Passionate about providing the highest standard of care for the children accessing our service.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Proven experience in the Childcare sector, with EYFS, KS1 and KS2</li> <li>Track record of managing or leading a childcare provision.</li> <li>Experience working with children from all backgrounds and abilities including SEND.</li> <li>Strong background in governance and compliance, with a thorough understanding of regulatory requirements and experience in policy development and implementation.</li> <li>Knowledge of relevant legislation and regulations governing early years provision.</li> </ul>
<b>Requirements:</b>	<b>Qualifications:</b>
	<ul style="list-style-type: none"> <li>Minimum of level 3 qualification in childcare, considered as 'full and relevant' by Ofsted.</li> <li>Degree or equivalent qualification in Early Childhood Education.</li> <li>Relevant professional qualifications or certifications in leadership or governance.</li> </ul> <p><b>Training and Development:</b></p> <ul style="list-style-type: none"> <li>Safeguarding Children Level 2 Training (or equivalent).</li> <li>Paediatric First Aid Training.</li> <li>Level 1 Food Hygiene (desirable)</li> <li>Full driving licence, business insurance and use of car.</li> </ul>
<b>Accountabilities</b>	<b>Communications and Relationships:</b>
<b>Internal Relationships</b>	<p><u>This role requires relationships across the association with key areas being:</u></p> <ul style="list-style-type: none"> <li>Senior Leadership Team.</li> <li>Managers and Lead Officers.</li> <li>Youth and Community Team.</li> </ul>
<b>External Relationships</b>	<p><u>This role requires external relationships with the following:</u></p> <ul style="list-style-type: none"> <li>Local authority providers.</li> <li>Local Educational Providers.</li> <li>External Funding Bodies.</li> <li>YMCA England &amp; Wales Early Years Teams.</li> </ul>
	<b>Information Systems</b>
	<ul style="list-style-type: none"> <li>Use internal YMCA Humber Association IT systems to support day to day delivery of the role.</li> <li>Managing the updating of the databases to record early years data.</li> </ul>

	<p><b>Personal Development and Training</b></p> <ul style="list-style-type: none"> <li>• Identification of training and development needs and carry out personal development reviews.</li> <li>• Ensure effective team work enhancing efficiency with the team.</li> <li>• Support the Association in the application of HR policies, outside of the role holder's direct reports as appropriate, including updates and additional processes required within your role.</li> </ul> <p><b>Policies and Strategies</b></p> <ul style="list-style-type: none"> <li>• Ensure working practices comply with training delivery and assessment policies and procedures.</li> <li>• Provide input into YMCA policies and procedures as required.</li> <li>• Develop policies and procedures stay up to date with national requirements.</li> </ul> <p><b>Planning and Organisation</b></p> <p>This role requires the post holder to operate on a horizon of up to 12 months with the ability to multitask daily, ensuring areas of accountability have correct resources, skills and support systems to achieve the key objectives of the youth service.</p>
<p><b>Freedom to act and decision making and analytical skills</b></p>	<p>This role has the authority to act in line with the policies and procedures set out by the Association with be little requirement for the post holder to act outside of these remits.</p> <p>Any judgements involving complex facts or situations which require the analysis, interpretation and comparison of a range of options for a recommendation to be made, will be discussed with Head of Youth and Communities or Designated Safeguarding Lead as appropriate.</p>
<p><b>Safeguarding and confidentiality</b></p>	<p>YMCA Humber aims to ensure that everyone is welcomed into a safe, caring, and trusted environment where safeguarding is taken seriously, and any concerns or issues are dealt with appropriately. Everyone has the right to be protected from abuse and neglect regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, sexual identity, personality, or lifestyle.</p> <p>YMCA Humber is committed to ensure that the welfare of children at risk is paramount and that all those who work directly with or have regular access to those children are suitable to work with children and are familiar with the contents of the Safeguarding policy and that information remains confidential and processed in accordance with the General Data Protection Regulations 2018.</p>
<p><b>Emotional effort</b></p>	<p>This role may have contact with individuals who have varied and complex needs. The post holder has no requirement to deal with issues but may need to locate an appropriate member of staff to deal with any immediate issues.</p>
<p><b>Other requirements</b></p>	<p>Undertake any other duties which may be required which are commensurate with the post. Conduct yourself in line with the general standards of conduct and behaviour which include awareness of risk, health and safety at work, data protection and embracing the cultural diversity of all colleagues and customers.</p> <ul style="list-style-type: none"> <li>• A willingness to work flexible hours.</li> <li>• Commitment to the YMCA Humber vision, values and Christian ethos.</li> </ul>