

Date as postmark

Dear Applicant,

A.B.B.E.Y SURE START

Re: Manager Sure Starts Developmental Programme for 2-3 Year Olds ref: DPMJ17

Closing date for receipt of completed applications: Wednesday 28th June 2017 at 12pm

Thank you for your enquiry regarding the above post. Please find enclosed the following:

- Application form
- Job description
- Person specification
- Equal Opportunities monitoring form
- General information on the Sure Start Programme Project
- Guidelines for candidates

Interviews will take place w/c 3rd of July 2017

Should you require any reasonable adjustments to be made in order to allow you to attend for interview, please let us know in advance.

As a voluntary and community organisation our resources are limited and it will not be possible to respond to each applicant individually. We will only contact successful applicants to invite for an interview. If you have not heard from us within six weeks of the closing date please assume you have not been selected for interview. I hope this does not deter you from applying for this post.

Thank you for your interest, and I look forward to hearing from you.

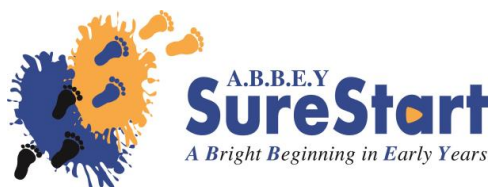
Yours sincerely,

Cathy Todd
Project Manager

A.B.B.E.Y Sure Start
440 Shore Road, Newtownabbey, BT37 9RU
Tel: 02890 860 938 Fax: 02890 860 365
Email: admin@abbeysurestart.co.uk

A.B.B.E.Y Sure Start project is a Company Ltd. by Guarantee
Company Registration No. NI41606 Charity No: XR53098





For Office Use	
	Date
Monitoring Form	
Shortlisted	
Interview	
References	
Access NI	
Health Dec	
Reserve List	

APPLICATION FORM

(Please do not enclose a C.V.)

Post applied for: Manager – Developmental Programme for 2-3 Year Olds

Reference no: DPMJ17 Closing Date: 12pm 28/06/2017

How did you learn about this position? _____

Surname: _____ First name(s): _____

Title: Mr / Mrs / Miss / Ms / Other (Please circle)

Address: _____

_____ Post Code _____

Home Telephone number: _____

Work Telephone number: _____ Extension: _____

National Insurance Number: _____

Do you require any reasonable adjustments to be made in order for you to attend for interview/carry out the duties detailed in the job description? (Please circle) YES/NO

Do you hold a current full UK Driving Licence? YES/NO

Do you have access to a motor car? YES/NO

Do you require a work permit in order to work in the UK? YES/NO

Please continue on a separate sheet of paper if necessary.

Please Ensure That You Complete The Monitoring Form Provided And Return In A Separate Envelope Along With Your Application. See notes on form.

If you choose not answer the questions, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

Education (Qualifications obtained at School):

Please summarise: all qualifications equally valid, not just those received in the UK

Date received:

Subject	Level/Stage e.g. GCSE, 'A', RSA etc	Result and grade obtained	Year

Further Education

Degree/Diploma/Certificate	Subject taken and year	Result and date obtained	Examinations yet to be taken

Professional Qualifications

Name of Professional Body	Part No. with date and result	Final with date and result	Registration No. (if applicable)	Examinations yet to be taken

Work Experience:

This need not necessarily be paid work; it is of equal importance to include voluntary work or unpaid work within the home.

Please start with your current or most recent position.

Name and Address of employer	Position held	Dates of employment	Summary of main job tasks	Reason for leaving

Suitability for the position

Please demonstrate your suitability for the position by addressing each requirement on the person specification in turn and explain, briefly for each point, why you are the right person for this job. You may use an additional page, if necessary.

ESSENTIAL CRITERIA

Qualifications and experience

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Knowledge and Understanding

[illegible]

Skills and Abilities

DESIRABLE CRITERIA

Supporting Statement

Please add any other information you think is relevant to your application and tell us why you are interested in this particular position.

[illegible]

Referees:

Please supply the names, addresses and telephone numbers of two referees who know you in a professional/education/training capacity, one of which should be your current or last employer (if applicable). You should not give the names of relatives or friends.

References will only be taken up for the successful candidate after the interview.
Please state if you would like us to contact you prior to taking up these references.

Current or last employer**1****2****Email:****Email:****Tel No:****Tel No:****Sick Leave**

Number of days sick leave in past year: _____

Reason(s) for absence(s): _____

Have you ever been convicted of any offence:

YES/NO

If so, please state nature of offence and date occurred: _____

Provision under Rehabilitation of Offenders Act does not apply for this post. This means that you are not entitled to withhold information about convictions or cautions which are “spent” under the Act. Failure to disclose such convictions or cautions could result in your dismissal at a later date.

ALL INFORMATION GIVEN SHALL BE TREATED AS CONFIDENTIAL.

Signature: _____**Date:** _____

Send completed application forms to: Office Manager, ABBEY Sure Start
440 Shore Road, Newtownabbey, BT37 9RU
Tel: 02890 860 938 **Fax:** 02890 860 365

Please make sure we receive the form on or before the closing date. Applications will be accepted via post, hand or email to admin@abbeyesurestart.co.uk. Managers often shortlist on the closing date, so late applications may not be considered.

CANDIDATE GUIDELINES

Please read these notes carefully before completing your application form.

General Information

This form will be photocopied please complete it clearly in BLACK INK. If you need help completing the form, please call the contact number on the covering letter.

Applications for employment are not accepted on Curriculum Vitae.

Please make sure we receive the form on or before the closing date. Applications will be accepted via post, hand or email to admin@abbeysurestart.co.uk. Managers often shortlist on the closing date, so late applications may not be considered.

Section 1 Personal Details

This section tells us how we can contact you.

The Asylum and Immigration Act 1997 requires employers to ask employees if they are eligible to work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before commencing employment.

Section 2 Education and Training

This information will help us to find out about any training and qualifications, which you have which may be relevant to the requirements of the person specifications.

Section 3 Employment History

We ask you to please give full details of your employment history.

Section 4 Meeting the person specification

Please find enclosed with this application form a Job Description and Person Specification. The Job Description details the responsibilities and duties for the job for which you are applying. You should check that you feel able to undertake the duties of the job before completing this form.

The Person Specification details the type of person we are looking for to do this job. Please use the Person Specification when you are completing the form to explain why you think you could do this job and how you think your skills and experience match those given. Please include any other information that you think is important, for example, any voluntary work or relevant social activities with which you have been involved.

Section 5 Other Information

Please add any other information you think is relevant to your application and tell us why you are interested in this particular position.

Section 6 References

You are asked to provide details of previous employers who can tell us about you and whether or not they would consider you to be suitable for the job for which you have applied. If you are not able to provide an employment reference, then you should give details of someone who knows you well, but is not a member of your family. If you have no previous employer, please contact the main ABBEY Sure Start office who can advise you accordingly.

Section 7 Rehabilitation of Offenders

If the vacancy for which you are applying is exempt from Rehabilitation of Offenders legislation, you are required to complete this section of this form and you should declare ANY cautions or convictions or if there are proceedings against you.

Section 8 Equal Opportunity Monitoring

ABBEY Sure Start is committed to Equal Opportunities. All our managers have a responsibility to ensure that all recruitment decisions are based on criteria relevant to the job. ABBEY Sure Start will not discriminate unfairly on the grounds of an applicant's sex, race, skin colour, disability, ethnic or national origin, religious belief or lack of it, marital status, sexual orientation, responsibility of dependants, age, appearance, social background or membership of a trade union.

ABBEY Sure Start monitors all applications for employment. Please complete and return the monitoring form. It will be held separate from your application form and shall not be seen by the employing manager.

Full details of ABBEY Sure Start's Equal Opportunity Policy are available on request.

Section 9 Pre Employment Consultancy Service

Prior to taking up post with ABBEY Sure Start, the successful candidate shall be required to consent to ABBEY Sure Start requesting a Pre Employment Consultancy Service Check. All offers of employment are subject to satisfactory ACCESS NI check and references.

Any Questions

If you have any concerns or questions about ABBEY Sure Start's recruitment procedure, please contact ABBEY Sure Start.

MONITORING QUESTIONNAIRE

Ref: _____ - _____

Private & Confidential

INTRODUCTION:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

COMMUNITY BACKGROUND:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong to by ticking the appropriate box below:

I am a member of the Protestant community: ☐

I am a member of the Roman Catholic community: ☐

I am not a member of either the Protestant or the
Roman Catholic communities: ☐

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

SEX

Please indicate your sex by ticking the appropriate box below:

Male: ☐

Female: ☐

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

Date application form received: _____

ABBEY SURE START BACKGROUND INFORMATION

PREMISES	OFFICE ADDRESS	CONTACT
A.B.B.E.Y Sure Start is based in:	A.B.B.E.Y Sure Start 440 Shore Road, Newtownabbey BT37 9RU	Tel: 02890 860938 Fax: 02890 860365 E-mail: admin@abbeysurestart.co.uk www.abbeysurestart.co.uk Opening hours: Monday to Friday - 9am to 5pm
Also based at: <ul style="list-style-type: none"> Abbeytown Square, Monkstown St James' Nursery School, 19 Kings Walk. Merville Garden Village Monkstown, Village Centre. Dunanney Centre, Rathcoole 	OUR PARTNER AGENCIES ARE: <ul style="list-style-type: none"> SENSE Northern Ireland NHSCT 	TARGETED AREAS: ABBEY Sure Start covers the following ward areas:- <ul style="list-style-type: none"> ABBEY Cloughfern Coole Dunanney Monkstown Whitehouse Valley <p>These wards cover Rathcoole, part of Rushpark, Merville Garden Village, Whitehouse, Bawnmore, Longlands, Rathfern, Cloughfern, Abbeyville and Glenville</p>
CRITERIA This service is available to anyone living within the catchment area that is pregnant and / or has a child / children under the age of four years.		
ABBEY SURE START <p>Sure Start is a Government funded initiative, targeting children under four years old. It is aimed at giving everyone a good start in life and is about a long-term investment.</p> <p>Research has indicated that where children have access to early intervention and play opportunities it will help their development through school and adult life.</p> <p>The overall aim is to “improve the well-being and life opportunities of young children under four, through better health, childcare and educational opportunities”, so that “children can flourish when they enter school”.</p> <p>Each Sure Start programme has identified and implemented specific projects to suit the needs of the local Community, therefore each Sure Start is different and unique.</p> <p>These services are additional to existing provision already provided by Statutory and Voluntary Organisations in the Sure Start catchment area.</p>		
MISSION STATEMENT <p>ABBEY Sure Start is a local partnership of community, voluntary and statutory organisations working within the Bawnmore, Longlands, Rathcoole, Whitehouse, Rathfern, Cloughfern, Monkstown, Abbeyville and Glenville areas.</p> <p>Our aim is to work with parents / families and carers, with children 0 – under 4 years, and the community to help all children within these areas to reach their social, emotional, physical and intellectual potential.</p> <p>To achieve this aim we provide a range of accessible, flexible, responsive services to all parents and / or expectant parents and families with children aged 0 – under 4 years old.</p>		

A.B.B.E.Y Sure Start

Manager - Developmental Programme for 2-3 year olds

Post: Manager - A.B.B.E.Y Sure Start Developmental Programme for 2-3 year olds **Ref: DPMJ17**
Hours: 37.5 hours per week/48 weeks
Hourly Rate: £10.66 to £11.97 per hour
Responsible to: Project Manager

Job Description

Aim

- To develop a range of responsive, innovative, child-centred initiatives that will promote the learning and development of all children accessing Sure Start's Developmental Programme for 2-3 Year Olds and to ensure that learning opportunities are appropriate to the needs, interests and developmental stage of the children we support and to ensure that such opportunities are maximised.
- To follow the guidelines for the Developmental Programme provided by the Department of Education.

Purpose

- To line manage a small team of Programme Supervisors providing Sure Start's Developmental Programme for 2-3 Year Olds across a range of sites
- To have overall operational management responsibility for the development and delivery of Sure Start's Developmental Programme for 2-3 Year Olds throughout the project
- To develop and instil an ethos of shared learning with parents across all programmes
- To be responsible for managing rotas across all developmental programmes

KEY RESPONSIBILITIES

Programme Management Responsibilities

- To take the lead in developing child centred programmes throughout the Sure Start Developmental Programme for 2-3 Year Olds by identifying and articulating the needs of children both as a group and individually. To facilitate the planning and presentation of individual development plans.
- To provide line management, direction, support and guidance to a small team of Programme Supervisors, including the provision of formal supervision and appraisal.
- To be responsible for supporting Programme Supervisors to manage all staff functions within their service, including the induction and mentoring of new staff and the completion of probationary documentation
- To work in partnership with the Programme Supervisors to assess the training and developmental needs of programme staff and identify appropriate training and development opportunities
- To take a lead role in monitoring and evaluating Sure Start's Developmental Programme for 2-3 Year Olds in line with identified objectives and outcomes and making reports to the Project Manager outlining key issues and findings.
- To maintain an awareness of developments in good practice, related to child development, and associated learning resources/opportunities, so that appropriate and effective practices can be maintained and enhanced through supporting, advising, coaching and mentoring staff who work directly with the children.
- To be responsible for the organisation and facilitation of regular team meetings for Developmental Programme staff.
- In conjunction with senior staff to support the organisation and facilitation of wider staff team meetings
- To carry out regular practice observations of staff; to ensure verbal and written guidance is adhered to and to develop staff practice.
- To monitor all Developmental Programmes to ensure that the settings are safe and fully compliant with regulatory and organisational guidelines, policies and procedures
- To be responsible for producing monthly reports outlining areas of progress / concern etc.
- To monitor all Developmental Programmes to ensure that they respond to recommendations and directives from funders, advisors and regulatory bodies.
- To be responsible for the management of the annual leave and absence recording systems for Developmental Programme staff.

All Areas

- To promote inclusive attitudes and practices to reflect and support the diversity of the local community
- To comply with organisational policies and procedures whilst actively promoting the principles of equal opportunities and working in a manner that maintains a safe, healthy and supportive environment for staff and children at all times.
- To contribute to the wider development and management of the Project
- To be committed to your own personal development and to cascade that knowledge through formal and informal training, mentoring and good practice
- Any other duties commensurate with the nature and grade of the post

It is essential that the person meets the travel requirements of this post as it will involve travelling within the ABBEY Sure Start area and beyond.

Please note that Abbey Sure Start operates a “No Smoking Policy” and all employees must comply with this.

Abbey Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to Abbey Sure Start Equal Opportunities policy throughout the duration of your employment.

The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service

A.B.B.E.Y Sure Start
Manager - Developmental Programme for 2-3 year olds

ESSENTIAL CRITERIA

Qualifications and experience

- Level 5 Early Years and Childcare qualification or equivalent
- A minimum of 2 years supervisory experience working with children in the 0-4 age range and their families
- Experience of leading a staff team, including the provision of formal supervision and appraisal
- To have experience of compiling reports
- Must be able to organise and complete tasks and projects using software programmes such as Microsoft Word, Excel and Microsoft Outlook

Knowledge

- Knowledge and understanding of how children learn and develop,
- To have an understanding and commitment to the implementation of an equal opportunities policy.
- To be aware of the need for confidentiality in all aspects of the post.
- To be able to work independently or as part of a team.
- Awareness of relevant health and safety requirements.
- To be aware of and have an understanding of the ethos of Abbey Sure Start
- To be aware of and understand Child Protection guidelines

Abilities and Personal attributes

- The ability to form positive relationships with parents.
- To build and maintain positive relationships with other staff and service users.
- The ability to effectively contribute to the planning and organising of activities.
- Good communication skills
- Must meet the travel requirements of the post

Desirable

- Designated Officer Training
- Experience of Developmental Programme for 2-3 year olds
- Knowledge of Developmental Programme for 2-3 year olds
- Experience as an accredited trainer in a relevant area