



Nursery & After School Team Leader Information Pack





Introduction

Dear Candidate

Belfast YMCA has been serving communities and individuals across Belfast for over 170 years and we have a rich legacy of supporting children and young people throughout that time.

A registered charity and company limited by guarantee in our own right, we are also part of a global family of YMCAs which helps keep us openminded and outward-looking for ever better ways to realise our mission.

We are seeking to recruit experienced Nursery and After School Team leaders who share our passion for children and staff alike.

The role will be based on our site in Stranmillis, bordering the Lagan Meadows, where we have purpose built nursery facilities and an abundance of outdoor space.

We think it's a great place to work and we care about making it an organisation where our staff, volunteers and young people all have the opportunity to thrive.

If you are passionate about enabling children to learn, grow and thrive, and have the experience of working in an early years setting then we would very much welcome your application.

Helen Ward

Head of Childcare

What we do

Day Nursery, After School and Holiday Clubs

We provide care for over 200 children each week with a team of over 35 staff working across our childcare and After Schools clubs. We currently work across two locations: Stranmillis and St Judes both in South Belfast.

In our Stranmillis nursery, we have dedicated rooms for babies, toddlers and two nursery aged rooms. We also have a range of indoor and outdoor play areas available for each of the rooms to use.

Our after school programme at Stranmillis provides two separate classrooms for P1-P3 children and P4-P7 children as well as ample outdoor space for play.

Our newest After School club is based in St Jude's Parish Hall on the Ravenhill Road, opposite Cherryvale Park. Where we have a large and bright upstairs hall, garden space and we regularly use Cherryvale Park for outdoor play and activities.

Our nursery and after school facilities are inspirational spaces for opportunities and experiences for all age groups that stimulate physical, social, intellectual and emotional development.

We offer great outdoor spaces where children can enjoy free play and a healthy environment.



During school holidays we run clubs for school aged children between 9am-6pm with a programme of play, craft, sport, trips and various outdoor activities.

Youth and Good Relations Programmes

Since 2013 our youth team have been delivering our projects in schools throughout East Belfast. Over the course of the academic year we work with over 500 young people in schools across a number of the programmes we offer. The youth team facilitates sessions with pupils in their class groups, usually weekly throughout a term. Our largest programmes focus on good relations.

Ubuntu, our good relations programme uses dialogue and interactive learning to increase awareness of stereotyping, sectarianism and migration.

Our youth team also run a number of other programmes including; Youth in Government, Duke of Edinburgh and summer programmes. We are excited to be launching a brand new Youth Club on our site in 2023 in partnership with CFC South.



Partnership Working

We work closely with community and charity sector partners including:

- **CFC South Belfast** - A local Church that meets on our site each Sunday and throughout the week. Together we run a youth club and various community events in partnership.
- **Ethos Training** - A local fitness community who run the on-site gym and fitness centre
- **Aquinas Football Club** - A local football club that use our sports pitches and in particular run mini-football for children and young people throughout the week and on Saturdays

Job Title: Team Leader (Nursery / After School Care)

Reports to: Duty Managers

Location: YMCA Nursery, 56-58 Knightsbridge Park, Belfast BT9 5EH

Salary: £25,350 per annum (FTE)

Hours: Monday - Friday within the hours of 7.30am-6pm with occasional flexibility required to cover holidays, staff absences, and parent/staff meetings.

Other Benefits:

- 5% employer pension contribution
- Holidays - 31 days per year rising to 37 days per year (pro rata)
- Death in service insurance
- Long service awards
- Staff discount on childcare / after school
- myStrength health & wellbeing app
- Wellness & Social events
- Professional development
- Car Parking

Contract: Permanent

Probation period: 6 months

Vetting - The role requires vetting from Belfast Health and Social Care Trust and an enhanced Access NI disclosure due to the nature of working within the Nursery.

About the Role:

As a Team Leader at YMCA Nursery, you'll play a pivotal role in ensuring the smooth day-to-day operation of our childcare setting by leading and supporting staff, maintaining high-quality childcare standards, and fostering a nurturing and safe environment for children.

Key Responsibilities

Staff Management & Development:

- Conduct staff inductions, ensuring all new employees understand policies, procedures, and expectations.
- Oversee return-to-work processes for staff after absences, ensuring a smooth transition and adherence to health and safety protocols.
- Lead regular performance reviews and appraisals, providing constructive feedback and identifying training needs.
- Support staff with professional development opportunities to enhance skills and qualifications.
- Promote a positive team culture, ensuring staff feel supported, motivated, and valued.

Operational Leadership:

- Adhere to all health, safety, and safeguarding guidelines, conducting regular risk assessments and responding promptly to any incidents or accidents.
- Work closely with management to implement policies and procedures that align with best practices.
- Support in resolving any staff performance or disciplinary issues in line with company policies.
- Support the Duty Manager with ensuring the smooth daily operations of the daycare/after school club. Communicate effectively with Team Leaders from other playrooms to manage daily staffing levels, ensuring adequate cover at all times.
- Work closely with the Head of Childcare and Deputy Manager to ensure best practices are followed. Take part in ongoing professional development, reflective practice and contribute ideas to improve service delivery.

Childcare & Learning:

- Lead and motivate your team to ensure the delivery of high-quality childcare and early years education, supporting staff in implementing engaging learning activities that promote learning through play, helping children develop skills across all areas (e.g., language, cognitive, motor skills, etc.).
- Ensure compliance with Safeguarding and Child Protection policies in the setting ensuring the well-being and safety of all children.
- Foster strong relationships with children, parents, and guardians, ensuring effective communication.

Requirements:

- Minimum Level Level 3 qualification in Childcare or Early Years Education.
- Proven experience in a leadership or supervisory role within a childcare setting.
- Strong understanding of safeguarding, health & safety, and childcare regulations.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work collaboratively and manage a team effectively.
- Passion for early childhood education and a commitment to delivering high standards of care.
- Understanding of YMCA Values. You should align with the YMCA's principles, particularly in supporting equality of opportunity and creating an inclusive, welcoming environment for all children.

Please Note: This is not an exhaustive summary of the responsibilities. The post holder will be expected to undertake any other duties of a similar nature as required for the role.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Belfast YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998

Belfast YMCA

56-58 Knightsbridge Park, Stranmillis, Belfast BT9 5EH

Tel: 02890684660

Email: jobs@belfast-ymca.org

