**BWC APPLICATION PACK**

Thank you for your interest in a position with BWC (Brighton Women’s Centre).

In this pack, you will find:

* **Equalities and Data Protection Statement**
* **Staff Commitments**
* **Job Description**
* **Person Specification**

The Application Form and Equalities Form are included in a separate document which is the portion which will need to be returned to us.

Please be aware that all applicants must be able to legally work within the UK for the maximum term of the contract and that relevant documentation must be provided at interview in the form of a current visa or similar.

Application should be submitted via email to hr@womenscentre.org.uk by the date shown on the advertisement. Please quote the job title on the subject of the email.

For those who would prefer to handwrite their application, the application form can be printed from the website and returned via post to:

BWC

22 Richmond Place

Brighton

BN2 9NA

We do not accept CVs in place of an application form, although CVs can be submitted alongside an application if you wish. The application form will be used to shortlist and so all essential information contained within your CV which you wish to be taken into consideration, should be entered on the application form to ensure it is taken into account.

Specific examples of how you meet all essential and desirable criteria in the person specification should be stated in your application, as this will form the main basis of the short listing process. The short listing panel will also look for examples of how your experience broadly matches the requirements of the job description, although it is not necessary to give examples for each point of the job description, in the same way that it is for the person specification.

If you do not receive a response within two weeks of the closing date, please assume that on this occasion, you have not been shortlisted. We regret that due to resources and volume of applications, we are unable to write to unsuccessful applicants, but we do welcome future applications.

Further information about BWC can be obtained on our website [www.womenscentre.org.uk](http://www.womenscentre.org.uk)

Good luck in your application and thank you for your interest in BWC.

**EQUALITY AND DIVERSITY IN RECRUITMENT**

BWC is committed to inclusion and diversity and welcomes applications from people with relevant life as well as professional experience. People from Black and Minoritised Ethnic communities are underrepresented in our organisation, and we particularly welcome applications from this group.

BWC is committed to promoting fairness and equality in all of its practices and to eliminating the potential for any form of discrimination to arise. As part of the recruitment process the name, contact details, the details of referees and the page with the Equalities Form will be all removed from your application and your application will be given an application number before forwarding on to the short-listing stage. At least two people will individually score the application. The candidates who have the highest combined score above a set level will be selected for interview.

There may be a written or practical test at interview. In accordance with the Equalities Act 2010, should you require any reasonable adjustments to be made to support you in the interview process, please contact: hr@womenscentre.org.uk prior to interview.

**DATA PROTECTION ACT 2018**

BWC is committed to complying with the GDPR and the DPA 2018. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so. Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after one year, with the exception of forms from applicants who have consented for their

details to be held on file for future vacancies; these forms will be held for a further six months.

**BWC STAFF COMMITMENTS**

**All staff will be committed to:**

1. Ensure that appropriate information, advice, and support is made available to women and children using the service, including where necessary therapeutic help and counselling.
2. Protect the interests of the children using the service, having full regard to their educational, childcare, health, leisure, and child protection needs.
3. Identify and respond to the needs of women and children using the service, promoting working practices which enable women to gain strength and confidence and to make informed choices about their lives.
4. Share a commitment to and responsibility for work which extends and develops BWC services according to our stated aims.
5. Ensure women are informed of services provided by other agencies, where appropriate referred to them, and supported in their dealings with them.
6. Uphold our equal opportunities policy and agreed anti-discriminatory practice guidelines.
7. Ensure that all staff and service users are aware of BWC's policies, rules, and complaints procedures, and that these are upheld and implemented.
8. A commitment to treat all staff and volunteers equally and with respect.
9. Maintain good relations with the local community, and with relevant women's and community groups, striving to learn from them and, in line with the Objects of BWC, meet their needs as they see them.
10. Uphold health and safety standards, providing a clean and safe environment for users of the service and staff, and also taking adequate precautions to maintain users' and staff's personal safety.
11. Ensure that appropriate boundaries are maintained between service users and staff at all times, that service users' privacy is respected, and that staff's personal contact details are not revealed.
12. Have a firm commitment to working within the organisation’s feminist theoretical perspective.

**JOB DESCRIPTION**

**Employer:** BWC (Brighton Women’s Centre)

**Job Title:** Toybox Early Years Practitioner

**Responsible to:** Toybox Manager, Deputy Manager

**Purpose of role:** Supporting children in our Ofsted-registered pre-school by providing a safe, caring, stimulating educational environment both indoors and outdoors.

**Salary:**  £9,998.35 pro rata (£22,932 FTE) Salary is annualised and paid in 12 equal instalments.

**Working hours:** 18 hours per week, across Tuesday, Wednesday, and Thursday (8.30am-2.30pm) during term times only

**Work locations:** Brighton

**Contract Details:**Permanent

**Required**

**qualification** NVQ level 2 in Early Years and Education

**level:**

 **\*This post is restricted to self-identifying women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010 and is subject to an enhanced DBS check.**

**Job Summary**

BWC are currently recruiting for an experienced Early Years Practitioner to join the team at our Ofsted-registered pre-school. The Early Years Practitioner will support the delivery of our service to provide quality childcare and education to the children that attend. We want someone that is confident in leading activities, excellent knowledge of EYFS and safeguarding. We would like someone who can offer strong support for key-children, and who’s committed to upholding our values that sustain BWC’s trauma-informed culture.

For over 45 years, Brighton Women’s Centre have been supporting women across Sussex. Part of our service is to provide high-quality early years education in Brighton in a caring and exciting learning environment, specialising in trauma-informed practice. ToyBox provides affordable and accessible childcare to families across Brighton and Hove and works in partnership with other services to ensure the best support for the children and women that access our service.

**DUTIES AND KEY RESPONSIBILITIES**

**Main Duties:**

* To deliver a high standard of learning, development and care for children aged 0-5 years.
* To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
* To help ensure the nursery always meets Ofsted requirements.
* To ensure that the setting is a hygienic, safe, and caring environment for children, staff, and others.
* To develop partnerships with parents/carers to increase involvement in their child’s development, including sharing information about the curriculum, their child’s progress, and nursery updates.
* To be a keyworker and maintain key working responsibilities such as ELG and development, communication with parents and carers.
* To assist Toybox staff in daily excursions.
* To have a particular interest in working with children who may be in need of additional support due to experiences of multiple disadvantage or trauma in their home environment.
* To respond appropriately to incidents, accidents, complaints, and emergencies.
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
* To work within and abide by the organisation’s Health and Safety, Confidentiality, Equalities, Outreach, Lone worker and all other relevant policies and protocols, including the Adult and Child Safeguarding policies.
* To be able to work in a non-judgemental way and maintain the confidentiality and boundaries of the service and of BWC.
* To identify own development needs and to participate in any training to maintain competency.
* To attend supervisions, trainings, BWC staff meetings and events such as our annual International Women’s Day event.
* To undertake any other reasonable duties as directed by the Manager and Deputy Manager, in accordance with the setting’s aims and objectives.

The list of duties in the job description should not be regarded as exclusive or exhaustive.  There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

*BWC periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.*

*Probationary period: All posts within Brighton Women’s Centre are subject to a three-month probationary period.*

*This post is exempt from the Rehabilitation of Offenders Act (1974) as it involves access to vulnerable adults and/or children and successful applicants will be required to undertake an enhanced level Disclosure & Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment*

**PERSON SPECIFICATION: Toybox Early Years Practitioner**

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| --- | --- |
| **Education & Qualifications** | **Essential/ Desirable** |
| 1. NVQ Level 2 in Early Years Education
 | Essential |
| 1. Food hygiene certificate
 | Desirable |
| 1. Paediatric first aid
 | Essential |
| 1. SENCO training
 | Desirable |
| 1. To hold or be able to achieve English and Mathematics GCSEs at level C or above
 | Desirable |
| **Knowledge & Experience** |  |
| 1. Working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance
 | Essential |
| 1. Knowledge of implementing good quality learning opportunities
 | Essential |
| 1. A minimum of 1 years’ experience working in an early years setting
 | Desirable |
| **Skills** |  |
| 1. Empathy and understanding of children under five
 | Essential |
| 1. Excellent verbal and communication skills with children and parents
 | Essential |
| 1. Ability to write reports and keep clear and accurate records
 | Essential |
| 1. Excellent organisational skills including time management
 | Essential |
| 1. Administrative and basic IT skills
 | Essential |
| 1. Calm and caring nature with the ability to work as part of a team
 | Essential |
| **Attributes** |  |
| 1. Reliable, enthusiastic, and flexible
 | Essential |
| 1. A commitment to quality in all areas, with a high level of motivation and enthusiasm
 | Essential |
| 1. Confident in your ability to work calmly in a busy environment
 | Essential |

**Appendix**

**About BWC:**

BWC delivers women centred services. We recognise that the women we support have complex and interrelated needs, with high incidences of trauma and abuse. We recognise women are the experts of their experience and ensure our services are co-produced and are based on what women tell us they need. Our approach is relational, holistic, and practical and takes account of the complexity of women’s circumstances, background, and experiences.

BWC have been delivering services to women for over forty-five years. We have extensive understanding of supporting women living with multiple disadvantages to become empowered to turn their lives around: Leading the award winning Inspire project for women in the Criminal Justice System since 2009 and the Women’s Accommodation Support Service since 2015.

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BWC are part of a national network of women’s centres and gender responsive providers committed to identifying best practice in ensuring women and girls with complex needs can access the right support, in the right place, at the right time. BWC works in partnership with a variety of other organisations both statutory and voluntary.

*This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.*