

Coed Cariad Learning Community

Information for Candidates

May we thank you for your interest in becoming the Lead Facilitator of Coed Cariad. If appointed you will be leading a grassroots start-up project which is the first of its kind in Wales. Nature based and democratic learning communities for children are being set across the UK in more frequent numbers and Coed Cariad, based in Carmarthenshire, will be the first democratic education project in Wales. The Core Group of parents and children have a vision for what we want to create and we want to find the right person; a pioneer with energy and leadership qualities to make this project a reality. This is a *once in a career* opportunity for an experienced professional to co-construct a nurturing and inspiring learning space with a group of local children that allows them to connect with nature, play, learn and grow together.

As this is a start-up project, we are currently in the process of recruiting our first cohort of children to work with you to create Coed Cariad. Therefore, the employment particulars detailed in this job pack are aspirational and dependent on us securing a cohort of 16 children and 2 adult volunteers to assist you in your management of the project. After extensive community consultation from July 2017 to February 2018 we feel confident we will be successful. The Core Group are working towards a September 2018 or January 2019 opening and are currently making arrangements to secure a site and register with CSSIW. As Lead Facilitator, we imagine you would want to have a role in planning the opening of Coed Cariad, in so far as your current commitments allow you to. We will therefore be welcoming the successful candidate into the Core Group in a voluntary and unpaid position until the official opening of Coed Cariad. This is to ensure you have as much input into the planning of the project prior to the commencement of your post (at which point the successful candidate would become a part-time paid Core Group member with the title of Lead Facilitator). During the period up to the official opening of the project, the Core Group will take ultimate responsibility for any administration work necessary at this stage as we recognise the successful Candidate will have existing commitments that take priority.

We hope that this job information pack will provide you with the answers to any questions you have. However, if you need further clarification on any aspect of the project or role please contact Jeannette Simpson at info@coedcariad.org before submitting your application.

To submit an application please complete the application form along with a letter (of no more than 2 sides of A4) detailing why you are the right person for the role of Lead Facilitator.

Deadline for applications: Thursday May 31st, 2018 5pm.

We look forward to receiving your application

The Coed Cariad Core Group

April 2018

Coed Cariad Learning Community

Vacancy: Lead Facilitator

Post Title	Lead Facilitator (Manager)
Hours	Part Time – 2 days a week plus 3.5 hours flexible admin time (17.5 hours in total)
Location	Llanddarog, Carmarthen
Salary	£18,000 pro.rata.
Reporting to	Board of Trustees

Coed Cariad Learning Community is a parent-led start-up education project based on democratic and nature-based principles. This is a unique opportunity to play a pivotal role in the establishment of Coed Cariad as we welcome our first cohort of children in September 2018. We are looking to recruit a highly skilled and passionate early years practitioner / teacher with at least 2 years experience of working with children in a day care or education setting.

The successful candidate will work with a small, supportive team of Trustees who are all parents to establish the project in line with the following vision and values:

Our Vision Statement

Our vision is to create a learning community based on the joy of learning and discovery. A place where each child is nurtured and encouraged to become their best self.

We aim to create a learning space where children and parents feel heard and nourished within a rich community environment. We will strive to provide an environment where the facilitators can hold a space for children, providing experience and resources to meet the children's needs. A space where children are accepted just as they are and where they feel happy and free to be themselves. Children will be free to play and develop a connection with nature and so the physical space will be mostly based outside with warm and safe indoor retreats.

There will be time for quiet contemplation with no pressure to be object or results driven, with space for wild play, adventure and exploration and making mess. With love, the facilitators will trust each child to find their own way whilst standing alongside them so that they are able to shine their brightest and develop their own individual sense of purpose and passion.

The happiness of all is of primary importance for this is what we know will facilitate the best learning. We are equal, children and adults, different in our roles and responsibilities but nonetheless equal in our influence to shape our community. We will nurture a culture of respect for ourselves, practicing empathy, compromise, cooperation and decision making.

Coed Cariad's values are:

- Play is the foremost means by which children learn and essential for healthy physical and mental development
- Connectedness with nature fosters life-long wellbeing and sustainable living habits that prepare children to be 21st Century global citizens
- Democratic and non-violent approaches to working with children ensure the dignity of the child and model interpersonal skills essential for children to engage holistically as family members, community leaders and citizens.
- Self-directed learning, creating opportunities and time are all essential components of a compelling learning offer

Ethos

The Lead Facilitator will promote the values and vision of Coed Cariad through their behaviour and in the key management decisions they make. In particular, to ensure the values and vision of the project are realised, the following ethos should be promoted by the Lead Facilitator:

- Ensuring children are empowered to make decisions democratically about how their project runs.
- Facilitating, rather than directing, the children's interests and play and learning goals
- Overseeing conflict resolution and fostering cohesion
- model non-violent communication and avoid rewards and sanctions, instead, develop an authentic relationship with each child.

The Project

Coed Cariad is an alternative education and childcare project that came from, but is not exclusive to, the home education community in South Wales. Our vision is for a self-directed, play-based space where children can decide how they spend their time and learn to build and maintain a community. We anticipate that the 'democratic meeting' used in many self-directed learning projects will be a core part of maintaining the community. The Lead Facilitator will be instrumental in evolving this concept alongside the first cohort of children. Although there is a small indoor space, the setting is largely outdoors in 22 acres of privately owned woodland.

We anticipate the project will run initially with one group of a maximum of 16 children across 2 days a week. The children will be between 4 and 12 years old and the Lead Facilitator would be supported by part-time paid practitioners and volunteers. The project would take place primarily outdoors in a designated site around the Carmarthen area. We are currently securing a site and will update applicants with more specific information as soon as possible.

The Lead Facilitator would have 14 hours contact time with children over two days and would work another 3.5 hours flexibly on administration and planning, totalling 17.5 hours across a week. The project will run for 39 weeks a year, following local term time and holiday dates. There is a potential for the Lead Facilitator role to become a full-time role in the future if we extend the project to provide for a second cohort of children and by expanding to offer to provide wraparound care provision for the children at our setting.

Job Description

Key Responsibilities

- To deliver and ensure a high standard of care for children aged 4 to 12 years.
- To facilitate, and prepare for, the day to day activities of the project.
- To ensure that the project is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to foster community and involve them in the project
- To manage other staff / volunteers working at the project.
- To be responsible for any tasks delegated by the Board of Trustees

Main Duties:

- Overall day to day management responsibility for the project.
- To be responsible for the efficient running of the project and overall delivery of a high-quality service
- To ensure that the project provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- Provide opportunities for children aged 4-7 to practice skills embedded in the Foundation Stage (EYFS) curriculum
- To ensure the project meets CSSIW requirements at all times
- To manage, supervise and support staff / volunteers
- To undertake and assign designated officer roles.
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to the project's policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child has the opportunity to engage in self-directed learning and evaluation
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the project
- To liaise closely with parents/carers, informing them about the project and its activities, exchanging information about children's experiences and learning opportunities and encouraging parents' involvement.
- To work in partnership with the Trustees to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the project's aims and objectives

Person specification

We are primarily looking for someone who understands our vision and who feels their values are at least compatible with ours. Relevant qualifications (see appendix) are essential as the Lead Facilitator will be the registered 'person in charge' of the day-care setting. **However, if you feel you do not currently hold a relevant qualification but meet the specification in other ways and are**

willing to work towards any relevant qualification, please still apply.

Essential:

- Enhanced DBS
- At least 2 years experience working in a child-care or education setting (including working in, but not exclusively, an early years setting)
- Experience and love of working with young children
- Commitment to the values and vision of Coed Cariad
- Ability to empower children to solve problems themselves
- Enjoyment of being outdoors
- Relevant qualification or willingness to work towards (see appendix)
- Willingness to work towards an unconditional approach (no punishment or reward, including praise)

Desirable:

- Paediatric First Aid (ideally with outdoor specialism - this can be arranged if not held)
- Forest school qualification (ideally level 3)
- Experience of making and recording observations
- Familiarity with the EYFS
- Not dogmatically attached to any particular pedagogy or educational theories
- Understanding of Non-Violent Communication (NVC)

How to apply

If you share our passion for creating a nurturing space where children's rights are respected then please we would love to hear from you. To apply for the position of Lead Facilitator, please complete the application form with full work history (fully dated and any gaps explained), a letter of application explaining how you meet the person specification (no more than 2 sides of A4) and contact details of 2 referees (one of which should be your current or most recent employer and at least one should be from a supervisor / manager in a child care / education setting you work in).

Appendix

Required qualifications to be Person in Charge of day-care setting in Wales:

- **Level 3 Diploma in Children’s Care, Learning and Development (Wales and Northern Ireland) QCF**
- **CACHE Extended Diploma in Children’s Care, Learning and Development**
- **BA Early Years and B.Ed/BA Primary Education (only if commenced prior to 2010 or currently practicing in a Foundation Phase setting).**
- **EDEXCEL BTEC Level 3 National Certificate/Diploma Children’s Care, Learning and Development – CCLD (only accepted if commended prior to 2014)**

Or accepted for regulation (but need to keep up to date with CPD*)

- CACHE Level 3 Diploma in Child Care & Education
- NVQ Level 3 Children’s Care Learning and Development (CCLD)
- NVQ Level 3 Child Care and Education
- NVQ Level 3 Early Years Care and Education
- (CACHE) Diploma in Child Care & Education
- Diploma in Nursery Nursing Level 3
- Award in Early Years and Child Care for play workers (transitional awards) • Level 3 Certificate in Work with Children
- CACHE Diploma in Nursery Nursing(DNN) (was NNEB)
- Diploma in Childcare and Education (DCE)
- National Certificate in Caring Services (Nursery Nursing)
- National Diploma in Caring Services (Nursery Nursing)
- National Certificate in Childhood Studies (Nursery Nursing)
- National Diploma in Childhood Studies (Nursery Nursing)
- National Certificate in Early Years
- National Diploma in Early Years

*enrolled in the following course - • *Level 5 Diploma in Leadership for Children’s Care, Learning and Development (Management) Wales and Northern Ireland QCF*