

Early Years – Education and Inclusion

Children's Centre Early Years Practitioner Job Description and Person Specification

March 2019

Job Description

Job Title:	Children's Centre Early Years Practitioner
Department:	People Directorate
Function:	Education and Inclusion
Team:	Early Years
Post number:	Casual
Grade:	LBR4
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Casual
Base location:	Cranbrook Children's Centres
Reports to: <i>Job title</i>	Senior Early Years Practitioner/ Group Manager
Responsible for: <i>Job titles of direct reports</i>	No direct line management
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To contribute to the delivery of the Sure Start Children's Centre "Core Purpose" ensuring that the Development Matters outcomes and objectives are achieved in line with the Early Years Foundation Stage (EYFS), Sure Start Practice Guidance, Redbridge Council's key strategies and action plans relevant to Early Years (birth to five).</p> <p>To work as part of Universal and Additional Services Team supporting Redbridge Children's Centres to provide high quality services for children and families in their community and to improve outcomes for all children.</p> <p>To work within and develop 'paid-for' additional services at EYPAD Centres ensuring that customer experiences are of high standard, which will include supporting all functions; session rooms, reception, café and anything related.</p> <p>To facilitate groups for families with children under 5 years in line with Development Matters and EYFS.</p> <p>To identify children and their families who may benefit from targeted services and make the appropriate referral with the support of a manager/supervisor.</p> <p>To offer general advice and guidance to parents on maximising the benefit from their visit and encouraging home learning in line with the centres' purpose.</p>
Key external contacts: <i>Organisations</i>	Health services running from the centre, other occasional providers/partners running services or visiting the centre.

Key internal contacts: <i>Job titles or groups of staff</i>	All children's centre staff, including strategic management and operational managers and colleagues from other departments.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	<ul style="list-style-type: none"> • Cash handling and payment by card processing (when available). • Stock ordering, in specific circumstances and within guidelines. • Preventing avoidable waste and being mindful of the need to provide value for money
Key areas for decision making:	Day-to-day delivery of activities and circumstances arising; EYPs are expected to show initiative and take personal responsibility for their areas of work, including occasionally working with minimal supervision.
Other considerations: <i>E.g. working patterns</i>	The EYPAD Centre may deliver services at weekends and extend into the early evening, as well as operating weekdays between core hours, by agreement and with reasonable notice.

Key accountabilities and result areas:	Key elements:
Taking lead in facilitating groups/ sessions/ activities in Children's Centres and out in the community	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring the Health & Safety of the environment and children and adults within the centre, including colleagues and other centre users. ▪ Ensuring that services provided to families are culturally sensitive and flexible and convey acceptance, respectfulness and promote anti-discriminatory practice. ▪ Promoting and adhering to the organisations' equal opportunities and cultural diversity policy. ▪ Ensuring that from delivery of the sessions the aims/objectives of the sessions have been met and future improvements are identified, recorded and acted upon. ▪ Ensuring the highest standards of customer service are provided at all times and that the individual needs of children and families are taken into account. ▪ Safeguarding of children and vulnerable adults. ▪ Taking responsibility to ensure that equipment is clean, safe and maintained to a high standard and removing and reporting any damage to the local manager or supervisor at the earliest opportunity. ▪ To undertake any reasonable duty requested, including covering for colleagues when necessary.

Team and partnership working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Making good use of induction and ongoing training to be aware and mindful of the full range of Children's Centre and associated services and how they may benefit children and families. ▪ Being a good team member working enthusiastically and professionally with colleagues and others; proactively offering support, sharing knowledge and experiences. • Working in partnership with children and parents/carers. • Actively participating in team meetings, training sessions and quality assurance. Engage positively in supervision and Performance Management to improve and maintain skills and knowledge as a means of constantly improving service provision and effectiveness. ▪ Demonstrating extraordinary customer service and representing the service in a professional manner at all times.
Delivering sessions to families and children	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Safeguarding children and vulnerable adults. ▪ Working with children with all forms of additional needs and their parents and carers to equal access and enable full inclusion in services. ▪ Recognising when families may require targeted support and sensitively identifying them to a manager or supervisor who can make or support the appropriate referral. ▪ Dealing with possible verbal abuse, intimidating, provocative and volatile behaviour from service users in a professional non-judgmental and non-confrontational manner. ▪ Modelling positive practice to encourage parents to engage effectively with their children, understand the benefits of purposeful play and home learning. ▪ Support service users in managing challenging behaviour. ▪ Participating and utilising training and updates within meetings, etc. and undertaking responsibility for being familiar with changes to the EYFS, Development Matters, safeguarding policy and procedures and any other relevant guidance linked to the role.
Working knowledge and adhering to Policies and Procedures	<p>This will involve:</p> <p>Being familiar with the Local Authority's and Children's Centre policies and procedures including having working knowledge of Child Protection Procedures and adhering to them at all times.</p>
General accountabilities and responsibilities	

Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with service standards and organisational ethos; promoting high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	This will involve: <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Early Years Practitioner		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	A qualification in childcare at NVQ Level 3 or equivalent in a relevant field to the post.	A	3
Minimum experience/ knowledge/ skills:	▪ Experience of direct work with children aged 0 to 4 years of age.	A – I	3
	▪ A sound working knowledge of the Children Act, Early Years Foundation Stage (EYFS) and Development Matters.	A – I - T	3
	▪ A sound knowledge and understanding of safeguarding children and child protection procedures.	A – I	3
	▪ A sound knowledge of child development and children’s emotional needs.	A – I	3
Minimum behaviours: Customer service	▪ Noticeably passionate and consistent in providing the highest commitment to ensuring the customer experience is positive and memorable	A – I	3
	▪ Knowledge and experience of modelling good practice	A – I	3
	▪ Basic knowledge of health and safety in the work environment.	A - I	2

Communicating and influencing others	<ul style="list-style-type: none"> ▪ To be an energetic and enthusiastic team member, freely offering support and proactively working with colleagues, supervisors and managers to achieve shared goals 	A – I – T	3
	<ul style="list-style-type: none"> ▪ Ability to communicate effectively with parents/carers and provide support so that the benefits of attendance are maximised, including promoting home learning 	A – I – T	3
	<ul style="list-style-type: none"> ▪ Knowledge of family dynamics and how they impact on parenting. 	A – I	2
Adaptability	<p>Be enthusiastic and willing to:</p> <ul style="list-style-type: none"> • Learn new skills and work in unfamiliar areas • Cover tasks due to absence or in times of high demand • To offer reasonable and occasional flexibility in start and finish times to ensure work can be completed to a high-standard 	A – I – T	2
Special conditions:			
Signature of Employee:	Name:	Date:	