

JOB DESCRIPTION

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| Post Title: Early Years Practitioner | | Director/Service/Sector: Children’s Services, Wellbeing and Community Health Services | | Office Use |
| Grade: Band 4 | | Workplace: Sure Start Children’s Centres Locality Base | | JE ref: 3403 HRMS ref: |
| Responsible to: Children’s Centre Co-ordinator/Manager | | Date: July 2017 | Manager Level:N/A | |
| Job Purpose: <ul style="list-style-type: none">• To provide a play service, working directly with children and their families to offer high quality play experiences in the Children’s Centre and on an outreach basis.• To provide direct work with children and/or their parents on an individual and/or group basis which holistically supports the child’s needs and gives them the best start in life.• To work in partnership with Early Help and other colleagues to support families of children under 5 to achieve the best outcomes possible. | | | | |
| Resources | | Staff | N/A | |
| | | Finance | N/A | |
| | | Physical | Play vans | |
| | | Clients | 0-5 year olds and their families. Partners, stakeholders and volunteers. | |
| Duties and key result areas: | | | | |
| Responsibilities: <ul style="list-style-type: none">• To provide a high quality play service on an individual and group basis, for example, toddler groups, stay and play sessions, outreach services and crèche provision.• To provide a play service for isolated rural communities working on the principle of taking services to families as needed.• To provide individual and group work programmes for parents based on supporting the holistic needs of children under 5 years.• To provide low level assistance to Early Help and other colleagues which supports families of children under 5 to achieve positive outcomes. | | | | |
| Specific Duties: <ul style="list-style-type: none">• To undertake one to one home visits to individual children and their families, as required, on a referral basis to support their development, for example support to the Speech and Language Therapists or the Early Help Family Workers.• To provide objective and accurate feedback and reports for parents and other professionals on children’s achievements, progress and related matters.• To plan and prepare play opportunities that reflects the EYFS framework.• The ability to design and implement a creative and innovative play environment through the use of a range of resources, both indoors and outdoors, to meet the needs of children and their families. | | | | |

- Preparing and creating wall displays of children's work to celebrate their achievements and learning.
- To work collaboratively with local families to develop understanding about how children play.
- To plan and deliver a programme of play activities during school holidays.
- To deliver individual and group based programmes for parents with children under 5 to support the needs of children and enable them to have the best start in life.
- To clean and maintain play equipment.
- To work closely with local families and Children's Centre staff to ensure services meet the needs of families.
- To drive and operate an appropriate vehicle fitted out as a Play Van or People Carrier, and to carry out routine checks before and after use on the vehicle.
- To work in partnership with other members of the Children's Centre team and other agencies in order to build and develop the service.
- To monitor and evaluate the impact of the service on families using a range of participative techniques.
- To maintain health and safety standards in line with good practice and Northumberland County Council's own in-house policies including carrying out daily risk assessments.
- Participate in the identification of personal training and development needs and to make full use of training and development opportunities.
- Responsibility for helping to keep children and young people safe by providing a safe environment for children and young people to learn in.
- Identifying children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.

Other:

- At all times to carry out duties in accordance with the Council's and Children's Centre's Equal Opportunities Policy and within the spirit of Anti-Discriminatory practices.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

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| Transport requirements: | Able to meet the transport requirements of the post. The work involves the need to visit outreach bases and centres across a locality area and a play van/people carrier will normally be provided for this where possible. Therefore a clean driving licence is required |
| Working patterns: | Able to work flexible hours as necessary, this may include evenings and weekends. |
| Working conditions: | Lone working involved |

PERSON SPECIFICATION

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| Post Title: Early Years Practitioner | | Director/Service/Sector: Children’s Services, Early Years and Schools Service, Children’s Centres | | Ref: | |
| Essential | | Desirable | | | Assess by |
| Knowledge and Qualifications | | | | | |
| <ul style="list-style-type: none">• Level 3 qualification in Early Years, eg NNEB, BTech, NVQ Level 3 or similar• Knowledge and understanding of current childcare practice and child development• Knowledge and understanding of how children play and learn• Knowledge and understanding of child protection issues• Trained to deliver relevant group work programmes, such as HENRY• Knowledge of Early Intervention and Prevention, and an understanding of the importance of supporting families to achieve good outcomes in early years• Knowledge and understanding of the use of outcomes tools to track children's progress, such as the Early Years Outcomes Star | | <ul style="list-style-type: none">• Relevant playwork qualification• First Aid• Safeguarding children• Relevant speech and language qualification | | | |
| Experience | | | | | |
| <ul style="list-style-type: none">• Experience of working with pre-school children in a group setting• Experience of providing play opportunities for pre-school children linked to their developmental stage• Experience of working in partnership with parents, carers and children, and other agencies• Experience of direct work with parents for the benefit of their children | | <ul style="list-style-type: none">• Experience of a variety of early years settings• Experience of undertaking developmental work | | | |
| Skills and competencies | | | | | |
| <ul style="list-style-type: none">• A creative and innovative approach to play• Excellent interpersonal and communication skills (verbal and written)• Ability to plan and evaluate activities• Ability to manage own workload and work under own initiative• Ability to keep simple records• Ability to work alone and as part of a team | | | | | |
| Physical, mental and emotional demands | | | | | |
| <ul style="list-style-type: none">• Commitment to and ability to work in partnership with parents, carers and children• Have a flexible approach to work• A commitment to undertake further training | | | | | |

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| <ul style="list-style-type: none"> • Commitment to all aspects of equal opportunities including commitment to anti-discriminatory practice • Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in • Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe • Commitment to the vision and principles of Children's Centres • Physically capable of discharging the full duties of the post | | |
| Other | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits