Job Description
Sessional Family Saturdays Project Worker

Job title: Sessional Project worker
Location: Hornsey Road Children's Centre
Hours: 5 hours
Grade 1 point 6 - 10
Service : Family Saturdays
Reports to: Family Saturdays Project Coordinator.

Principal Accountabilities:
1. To provide a planned and stimulating environment, which ensures educational, social, emotional and physical development for early years children with additional needs and their siblings.

2. To engage families into the project, providing a welcoming, warm and encouraging environment as well as containment through clear boundaries.

3. To prioritise the safety, well being and healthy development of children

through effective observation and by careful implementation of safeguarding good practice in accordance with the Project's and Children's Centre's procedures and guidelines.
4. To adhere to confidentiality and information sharing protocols as requested. To assist in project reviews and evaluations with families .

5. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

6. To show commitment for continuation of professional development, attend individual/group supervision as required and Saturday session team de-briefings.

7. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the

principles of these policies amongst colleagues, service users and other members of the community.

8. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

9. To work flexibly as may be required by the needs of the Project, including regular Saturdays, and undertake any other reasonable duties as required.

10. To work as a Project team member and share responsibility for preparation of the rooms and outside areas, checking equipment and ensuring maintenance of safe, creative and stimulating resources , which are age appropriate and takes into account children's and parents' interests, level of development, family cultures and particular needs of individual children attending the Project .

11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

a) Being **people** focused

b) Reflecting a '**can do**' approach

c) Striving for **excellence** in everything we do

d) Having **mutual respect** for everyone we work with, work for and support through our services

Person Specification – Sessional Family Saturdays
Project Worker

1. Applicants must hold an NNEB Certificate, NVQ Level 3 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements) – or a related qualification at higher level /degree or diploma .

2. Have good levels of literacy to support children's development and contribute to written records, monitoring and communication with colleagues, parents or carers.

3. Experience of working with young children with additional needs and their families (either in a paid or unpaid capacity) preferably in an education/early years setting.

4. Knowledge and understanding of good practice including the health, educational, social, cultural, emotional, developmental and physical needs of young children.

5 Knowledge and understanding of Equal Opportunities and commitment to putting both Family Action and the Children's Centre's policies into practice.

6. Understanding of health and safety requirements in relation to the children and adults who use the building

7. Ability to work within a multi racial setting and to ensure that each child's racial identity is respected, maintained and enhanced.

8. Ability to work as a member of the Family Saturdays project team and contribute to planning, which is age appropriate and takes into account children's and parents' interests, level of development, family cultures and particular additional needs of individual children attending the project.

9. To maintain high professional standards and levels of care and hygiene, for both children and resources, including food.

10. Attend and participate in relevant training as required. Share knowledge and ideas gained with Project team members and with parents and carers.

11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

family action

Building stronger families

a) Being **people** focused

b) Reflecting a '**can do**' approach

c) Striving for **excellence** in everything we do

d) Having **mutual respect** for everyone we work with, work for and support through our services

12. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

13. To comply with Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare

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15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.