



## **Job Description**

### **Early Years Practitioners**

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| <b>HOURS:</b>          | 25 hours per week. This post may involve occasional weekends or evenings<br><br>Fixed term until 31 <sup>st</sup> November 2019 |
| <b>Salary:</b>         | £17,209 - £19,087 FTE Per Annum (£11,627.70 - £12896.62 Pro Rata Per Annum), (Family Action Grade 1 Points 6-10)                |
| <b>DEPARTMENT:</b>     | Southend Children's Centres   |
| <b>ACCOUNTABLE TO:</b> | Crèche and Services supervisor  |

#### **FUNCTION**

To provide a happy secure and stimulating environment to promote the educational, physical, cultural and emotional needs of the children who use the crèche, and to create welcoming and supportive opportunities for parents and children to develop relationships, self-esteem and creativity through the delivery of targeted services.

#### **PRINCIPLE ACCOUNTABILITIES:**

1. To work with the Crèche and Services Supervisor in the delivery of care, play and learning programmes for groups of children in the crèche, appropriate to their developmental stage.
2. To assist and support parents, particularly through the delivery of targeted services, in recognising and meeting the developmental needs of their children.
3. To make all parents, children and visitors feel welcome and at ease when visiting the centre and to recognise and value working closely with parents and children together.
4. To keep accurate records of your work and adhere to confidentiality, safeguarding, information sharing and monitoring procedures and protocols
5. To prioritise the security of the children and the health and safety of the crèche including hygiene, first aid and fire safety.

6. To promote and ensure compliance with Family Action equal opportunities policies and ensure that crèche service is inclusive and responsive to special needs
7. To work in accordance with all Family Action policies and procedures relevant to the work of the crèche and targeted services
8. Ensure that work is carried out in a manner which is consistent with Family Action's policies and procedures.
9. To attend and contribute to team meetings and training as required.
10. 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
11. 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.
12. To comply with 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.
13. . To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
14. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

## Person Specification

### Early Years Practitioners

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| 1. Education, Qualifications and Background |  |
| a   | Educated to level three or above with a recognised professional qualification in early years education or equivalent, and evidence of a commitment to continuing learning and professional development.  |
| b   | Experience of providing a programme of care and play activities for children from birth to 5 years in a nursery or similar setting   |
| 2. Abilities and Skills                     |  |
| a   | Have a sound understanding of the Early Years Foundation Stage.  |
| b   | Demonstrable knowledge of normal child development from birth to 5 years and an ability to recognise delays in development or changes in behaviour   |
| c   | An understanding of the importance of high quality play experiences in supporting children's development and relationships   |
| d   | Experience of working with parents around the care and development of their children and the ability to engage with children and parents to encourage their involvement in sessions.   |
| e   | Good verbal, written, listening and presentation skills  |
| f   | A commitment to equal opportunities, anti-discriminatory practice and to meeting the needs of children with special needs  |
| g   | Willingness to work flexibly and in other clusters within Southend when necessary  |
| h   | Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by: <ul style="list-style-type: none"> <li>a. Being people focused</li> <li>b. Reflecting a 'can do' approach</li> <li>c. Striving for excellence in everything we do</li> <li>d. Having mutual respect for everyone we work with, work for and support through our services</li> </ul> |
| i   | Knowledge of health and safety issues and how to ensure the security of the children attending the crèche  |
| i   | An understanding of child protection, confidentiality and similar policies and protocols and the ability to comply with them   |
| k   | Willingness to receive training, advice and constructive feedback in regular supervision sessions.   |
| L   | Essential car user as needs to work across all Southend Centres  |