EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

# JOB DESCRIPTION

**JOB TITLE:** **FLEXIBLE EARLY YEARS AND FAMILY EDUCATOR**

**BASED:** **RUTLAND**

**DEPARTMENT:** **BUSINESS DEVELOPMENT**

**RESPONSIBLE TO:** **LEAD EARLY YEARS AND FAMILY EDUCATOR**

**RESPONSIBLE FOR:** **NONE**

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**JOB PURPOSE:** To support all children in their early years to have the best start in life. To achieve this aim, the post holder will provide high-quality sessions for families with children aged 0-8 years supporting child development, early learning, positive health outcomes and positive parenting, including emotional literacy, and work as part of an integrated early years team.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To provide high-quality educational and fun sessions for children in their early years and their families to support child development, early learning, positive health outcomes and positive parenting, including emotional literacy.

2. To plan, deliver and evaluate all sessions and activities to encourage the engagement of parents in their children's learning, development and wellbeing in their early years to have the greatest opportunity of reaching or exceeding their expected level of development and be ready for school.

3. To track the progress of vulnerable and identified children who are delayed with their development, in partnership with other early years settings the child may be attending and in accordance with the EYFS Framework.

4. To work as part of an integrated early years team alongside other professionals so families can access seamless support to meet their different

needs within their local communities, and support parents to access effective antenatal and postnatal care through partnership working with health providers.

5. To support parents/carers to access their child's Healthy Child Programme (HCP) mandated checks and support their child's physical and emotional health and wellbeing, through health promotion and partnership working with the Children's Health 0-19 Service.

6. To maintain a welcoming, clean, and enabling environment in all locations of delivery including the collection, cleaning, labelling, and return/tidying away of any equipment/ resources/materials required, update allocated display boards in the children's centres.

7. To support local events, promotions, programmes, and strategies ensuring appropriate signposting arrangements are followed including the marketing of the children's centre offer, raising awareness of the two-, three- and four-year-old early years entitlements to eligible families and supporting eligible families with their applications where necessary.

8. To complete relevant forms and registers where necessary, also to complete relevant forms for recording and reporting processes, such as meaningful contact forms, session registers ensuring the completed paperwork is submitted to the relevant children's centre.

9. To signpost and refer families to other appropriate agencies and services where it is identified as a need and record uptake of families signposted or referred to other services.

10. To be responsible for ensuring any health and safety checks and risk assessments are undertaken for delivery in outreach venues or when keyholding within centres, ensuring that any issues/incidents associated with service delivery are recorded and reported following and adhering to all appropriate Health and Safety, Food Hygiene and Food Standards policies and procedures.

11. To understand and comply with the Early Years Alliance policies and procedures, including health and safety, and child protection, in a manner that promotes equality of opportunity and access, and fosters anti-discriminatory practice. Carrying out all duties and responsibilities in compliance with the policies and procedures of the councils Safeguarding Children's Board. To complete all relevant Alliance training.

12. To maintain confidentiality and keep accurate up to date records within data protection guidelines.

## EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of, and commitment to, equality of opportunity and anti- racism issues.

## POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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## PERSON SPECIFICATION:

### Essential Criteria

1. NVQ 2 in Early Years Care and Education or equivalent qualification, or a health and social care degree level with relevant early years and childcare modules, or Early Years Teacher Status.

2. Experience, knowledge and understanding of child development, EYFS and how children learn through play, talk and discovery.

3. Proven effective communication skills – able to communicate effectively in person and in writing, with professionals, staff, early help and social care teams and other organisations.

4. Experience of a successful multi-agency approach with professionals, early help teams, social care teams and other early years settings.

5. Knowledge of the aims, objectives and ethos of Children's Centres and other national developments of services for children aged 0-5 years.

6. Good understanding and knowledge of Safeguarding children and young people and relevant safeguarding policies and procedures.

7. Good IT skills including use of Microsoft Office including Word, internet and email.

8. Knowledge and understanding of early years and childcare tracking systems.

9. Commitment to Early Years Alliance aims and strategic objectives.

10. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.

11. Willingness and commitment to undertake further training including commitment to undertake a Level 3 childcare qualification.

12. To work flexibly across the week, including some weekends to meet the needs of Children's Centre service delivery.

13. Able to demonstrate an understanding of the Alliance's performance standards and values.

14. Ability to travel to delivery sites across Lincolnshire.

Alliance Performance Standards and Values - Please refer to Appendix 1 for details of the Alliance Performance Standards and Values which all employees are expected to work to:

- Be responsible
- Be team focused
- Strive for excellence
- Be respectful
- Take pride
- Be open and honest
- Be mindful and supportive

**Desirable Criteria**

1. Solihull, Triple P and/or other recognised parenting programmes qualification.

2. Peep qualification.

3. Baby Massage recognised qualification.

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**TERMS & CONDITIONS:**
**Grade: 2**
**Salary: £12.90 per hour**
**Annual Leave: 25 days plus 8 Bank Holidays paid at £1.55 per hour**
**Allowances: 40p per mile travel**

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

| Date effective | Employer minimum contribution | Employee minimum contribution | Total minimum contribution |
|---|---|---|---|
| 6 April 2019 onwards | 3% | 5% | 8% |

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**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

**Appendix 1**

**Alliance Employee Performance Standards and Values**

Performance standards and values describe the behaviours that employees are expected to demonstrate in carrying out their roles

| Performance Standards and Values | Expectations for employees | Expectations for managers |
|---|---|---|
| **1. Be responsible** | • Ensure children and vulnerable adults aresafeguarded at all times.<br>• Be organised and disciplined.<br>• Meet deadlines and time scales.<br>• Show perseverance and determination.<br>• Take responsibility for understanding yourobjectives and seek support if guidance is needed. | • Ensure children and vulnerable adults aresafeguarded at all times.<br>• Be organised and disciplined.<br>• Meet deadlines and time scales.<br>• Show perseverance and determination.<br>• Make best use of the Charity's resources. |
| **2. Be team focused** | • Work as part of a team to achieve commongoals.<br>• Understand the responsibilities and needs ofcolleagues and support them.<br>• Cooperate and collaborate with colleaguesacross the Alliance.<br>• Work together to create a positive environment.<br>• Be flexible and adapt to the changing needsof your role. | • Be an effective leader.<br>• Be a good role model.<br>• Understand the responsibilities and needs ofcolleagues and support them.<br>• Share knowledge and expertise – encourage othersto develop.<br>• Cooperate and collaborate with colleagues acrossthe Alliance.<br>• Be flexible and adapt to the changing needs of your role. |
| **3. Strive for excellence** | • Work to an agreed high standard.<br>• Always represent the Alliance in a professional manner.<br>• Work to relevant policies and procedures.<br>• Self-reflect and continually learn and develop.<br>• Strive to enhance the quality of the serviceyou deliver.<br>• Deliver results and an excellent service. | • Work to an agreed high standard<br>• Always represent the Alliance in a professionalmanner.<br>• Work to relevant policies and procedures.<br>• Self-reflect and continually learn and develop.<br>• Strive to enhance the quality of the service you deliver.<br>• Deliver results and an excellent service. |
| **4. Be respectful** | • Treat others with respect and dignity.<br>• Co-operate with your manager.<br>• Listen to others.<br>• Value and respect the ideas, opinions andcontribution of others.<br>• Respect yourself and value your own contribution. | • Treat others with respect and dignity<br>• Interact with your team in a collaborative way.<br>• Listen to others.<br>• Value and respect the ideas, opinions and contribution of others.<br>• Respect yourself and value your own contribution. |

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|---|---|---|
| **5. Take pride** | • Have a positive attitude.<br>• Be passionate about the services you deliver.<br>• Take pride in a job well done.<br>• Recognise and celebrate success. | • Have a positive attitude.<br>• Be passionate about the services you deliver.<br>• Take pride in a job well done.<br>• Recognise and celebrate success. |
| **6. Be open and honest** | • Use the Alliance's whistle blowing policy if you have a concern about a risk, wrong-doing or malpractice within the organisation.<br>• Deliver what you promise.<br>• Maintain confidentiality.<br>• Protect people's personal data in line withdata protection obligations.<br>• Do not do anything to bring the Charity into disrepute.<br>• Communicate effectively, honestly andopenly. | • Use the Alliance's whistle blowing policy if you have a concern about a risk, wrong-doing or malpractice within the organisation.<br>• Deliver what you promise.<br>• Maintain confidentiality.<br>• Protect people's personal data in line with data protection obligations.<br>• Do not do anything to bring the Charity into disrepute.<br>• Communicate effectively, honestly and openly.<br>• Create a 'no blame' culture. |
| **7. Be mindful and supportive** | • Be mindful and take care of your ownwellbeing.<br>• Be aware of your work/life balance.<br>• Show patience and understanding in yourinteractions with staff and customers.<br>• Be mindful of the impact your words andactions may have on others. | • Be mindful and take care of your own wellbeing.<br>• Consider the wellbeing of staff and ensure they canaccess MH & WB resources on the intranet.<br>• Be aware of your own work/life balance.<br>• Monitor and support the work/life balance of staff.<br>• Show patience and understanding in yourinteractions with staff and customers.<br>• Consider the wellbeing of others.<br>• Ensure there is a culture of trust and staff feel safe toshare any concerns. |