



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y  
8RT

Registered as an Educational Charity

**JOB**  
**DESCRIPTION**

**JOB TITLE:** EARLY YEARS AND FAMILY EDUCATOR  
**BASED:** LINCOLNSHIRE-CHILDREN CENTRE BASED  
**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 of Lincolnshire children 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 at least four times year to advertise the activities available and relevant key messages.
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 CCSA within the relevant children's centre.
9. To visit families in their homes, building their confidence and knowledge to support the home learning environment.
10. To signpost and refer families to other appropriate agencies and services where it is identified as a need and record uptake of vulnerable families signposted or referred to other services. This may include acting as a Lead Professional and the completion of Early Help Assessments (EHAs) where required.
11. 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.
12. To understand and comply with the Early Years Alliance and Lincolnshire County Council Children's Services 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 Lincolnshire Safeguarding Children's Board.
13. To maintain confidentiality and keep accurate up to date records within data protection guidelines.
14. To complete all relevant Alliance training and LSCP training and attend in- service training and team days across Lincolnshire.
15. To work flexibly to enable the service to be responsive to the developing needs of the service users Monday - Saturday 9am-5pm including at times some evenings and weekends as directed by the line manager.

### **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 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 processes 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.



**Desirable Criteria**

1. Solihull, Triple P and/or other recognised parenting programmes qualification.
2. Peep qualification.
3. Baby Massage recognised qualification.

**TERMS & CONDITIONS:**

**Grade 2A Hours:**

**Salary £23,725 per annum (pro rata)**

**Allowances: Mileage at 40p per mile from an agreed base Annual Leave: 25 days plus bank holidays (pro rata)**

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%

**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: