



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: FLEXIBLE EARLY YEARS WORKER

BASED: LUTON (FLYING START)

DEPARTMENT: BUSINESS DEVELOPMENT

RESPONSIBLE TO: SENIOR COMMUNITY LINK WORKER/START FOR LIFE CO-ORDINATOR

RESPONSIBLE FOR: NONE

JOB PURPOSE: To support children in their early years to have the best start in life as part of the Luton Family Hubs. To achieve this aim, the post holder will provide high-quality Flying Start sessions for families with children aged 0-5 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.

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.

MAIN DUTIES:

1. To support 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. Provide creche facilities as required, working with Flying Start/Family Hubs.
3. Provide support to new parents across Luton's diverse communities to help develop secure attachments and build strong parent/infant relationship.
4. To be involved in the planning, delivery and evaluation of all sessions and activities that encourage the engagement of parents in their children's learning, development, and wellbeing in their early years.
5. To work as part of an integrated Flying Start 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.

6. To support maintaining 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.
7. Complete and maintain accurate records. Provide data and information to support the completion of monthly and quarterly performance reports as directed.
8. 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.
9. Perform all duties and responsibilities in compliance with the policies and procedures of the Luton Safeguarding Children Partnership.
10. Maintain confidentiality and keep accurate up to date records within data protection guidelines.
11. Attend various marketing and partnership events as directed across Luton.
12. Work Saturdays as required.

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.

PERSON SPECIFICATION:

Essential Criteria

1. A commitment to continuing professional development including an early years or family support qualification.
2. Proven experience of working with families and children aged 0-5 years.
3. Excellent communicator – both verbally and in writing, able to communicate and engage with a broad range of people at all levels.
4. Understanding of a 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 Luton Family Hub 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. Able to demonstrate excellent IT skills, including the ability to use Office 365 including Word, internet and email.
8. Commitment to Early Years Alliance aims and strategic objectives.
9. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.
10. To work flexibly across the week, including some weekends to meet the needs of Flying Start/Family Hub service delivery.
11. Able to demonstrate an understanding of the Alliance's performance standards and values.
12. Ability to travel to delivery sites across Luton.

Desirable Criteria

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

TERMS & CONDITIONS:

Grade: Bank Hourly Rate

Hourly Rate: £12.40 per hour

Annual Leave: 25 days plus 8 Bank Holidays paid at £1.49 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 2018 to 5 April 2019	2%	3%	5%
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:

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	<ul style="list-style-type: none"> • Ensure children and vulnerable adults are safeguarded at all times. • Be organised and disciplined. • Meet deadlines and time scales. • Show perseverance and determination. • Take responsibility for understanding your objectives and seek support if guidance is needed. 	<ul style="list-style-type: none"> • Ensure children and vulnerable adults are safeguarded at all times. • Be organised and disciplined. • Meet deadlines and time scales. • Show perseverance and determination. • Make best use of the Charity's resources.
2. Be team focused	<ul style="list-style-type: none"> • Work as part of a team to achieve common goals. • Understand the responsibilities and needs of colleagues and support them. • Cooperate and collaborate with colleagues across the Alliance. • Work together to create a positive environment. • Be flexible and adapt to the changing needs of your role. 	<ul style="list-style-type: none"> • Be an effective leader. • Be a good role model. • Understand the responsibilities and needs of colleagues and support them. • Share knowledge and expertise – encourage others to develop. • Cooperate and collaborate with colleagues across the Alliance. • Be flexible and adapt to the changing needs of your role.
3. Strive for excellence	<ul style="list-style-type: none"> • Work to an agreed high standard. • Always represent the Alliance in a professional manner. • Work to relevant policies and procedures. • Self-reflect and continually learn and develop. • Strive to enhance the quality of the service you deliver. • Deliver results and an excellent service. 	<ul style="list-style-type: none"> • Work to an agreed high standard • Always represent the Alliance in a professional manner. • Work to relevant policies and procedures. • Self-reflect and continually learn and develop. • Strive to enhance the quality of the service you deliver. • Deliver results and an excellent service.
4. Be respectful	<ul style="list-style-type: none"> • Treat others with respect and dignity. • Co-operate with your manager. • Listen to others. • Value and respect the ideas, opinions and contribution of others. • Respect yourself and value your own contribution. 	<ul style="list-style-type: none"> • Treat others with respect and dignity • Interact with your team in a collaborative way. • Listen to others. • Value and respect the ideas, opinions and contribution of others. • Respect yourself and value your own contribution.

5. Take pride	<ul style="list-style-type: none"> • Have a positive attitude. • Be passionate about the services you deliver. • Take pride in a job well done. • Recognise and celebrate success. 	<ul style="list-style-type: none"> • Have a positive attitude. • Be passionate about the services you deliver. • Take pride in a job well done. • Recognise and celebrate success.
6. Be open and honest	<ul style="list-style-type: none"> • Use the Alliance’s whistle blowing policy if you have a concern about a risk, wrong-doing or malpractice within the organisation. • Deliver what you promise. • Maintain confidentiality. • Protect people’s personal data in line with data protection obligations. • Do not do anything to bring the Charity into disrepute. • Communicate effectively, honestly and openly. 	<ul style="list-style-type: none"> • Use the Alliance’s whistle blowing policy if you have a concern about a risk, wrong-doing or malpractice within the organisation. • Deliver what you promise. • Maintain confidentiality. • Protect people’s personal data in line with data protection obligations. • Do not do anything to bring the Charity into disrepute. • Communicate effectively, honestly and openly. • Create a ‘no blame’ culture.
7. Be mindful and supportive	<ul style="list-style-type: none"> • Be mindful and take care of your own wellbeing. • Be aware of your work/life balance. • Show patience and understanding in your interactions with staff and customers. • Be mindful of the impact your words and actions may have on others. 	<ul style="list-style-type: none"> • Be mindful and take care of your own wellbeing. • Consider the wellbeing of staff and ensure they can access MH & WB resources on the intranet. • Be aware of your own work/life balance. • Monitor and support the work/life balance of staff. • Show patience and understanding in your interactions with staff and customers. • Consider the wellbeing of others. • Ensure there is a culture of trust and staff feel safe to share any concerns.