

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: Early Years Educator
RESPONSIBLE TO: Early Years Team Leader or Senior Early Years Educator
RESPONSIBLE FOR: None
BASED: Bourne Children's Centre

JOB PURPOSE: To provide high quality early years sessions to vulnerable and universal families and improve the life chances of children age 0 to 5 years. To promote and support parent's in their child's learning and development.

MAIN DUTIES:

1. Plan and deliver high quality PEEP, vulnerable and universal sessions, including the evaluation of all sessions and activities to encourage the engagement of parents in their children's learning, development and wellbeing. To ensure children are supported to reach a good level of development.
2. Track and plan meeting EYFS and Ofsted standards, and support parents of children attending sessions who are vulnerable or meet key priority key targets of the Children Centre quadrant.
3. To undertake home visits to vulnerable families following lone working processes and ensuring accurate records are obtained and held complying with the Protection Act 1998 and policy.
4. Signpost and support families to access 2 year and 3 year funding entitlement.
5. Provide accurate information by phone, email, in writing and in person to the families and professionals who contact the Children's Centre Group working in a multi partnership working approach with vulnerable families, health, social care teams and other professionals.
6. Ensure a welcoming environment and maintain equipment and other resources as directed by senior staff.

7. Complete and maintain accurate records to meet deadlines. Provide data and information to support the completion of monthly and quarterly performance reports.
8. To provide support to the Quality Inspection cycle of Children Centre activities, including carrying out any actions following a quality inspection visit.
9. To support the local implementation of the charity's volunteer strategy.
10. 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
11. To carry out all duties and responsibilities in compliance with the policies and procedures of the Lincolnshire Safeguarding Children's Board
12. To maintain confidentiality and keep accurate up to date records within data protection guidelines.

GENERAL DUTIES:

1. To attend in-service training as directed and required
2. To promote the work and raise the profile of the Early Years Alliance within Lincolnshire
3. To perform any other duties as deemed necessary

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

PERSON SPECIFICATION

Essential Criteria

1. Diploma in Pre-school Practice, NVQ 3 Early Years Care and Education or equivalent qualification.
2. 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.
3. Experience of successful multi-agency approach with professionals, early help teams, social care teams and other early years settings.
4. Knowledge of the aims, objectives and ethos of Children Centres and other national developments of services for children aged 0-5 years

5. Good IT skills including use of Microsoft Word, Office, internet and email.
6. Knowledge and understanding of early years and childcare tracking systems.
7. Commitment to Early Years Alliance aims and strategic objectives.
8. Understanding and commitment to equal opportunities, inclusion and diversity
9. Willingness and commitment to undertake further training.
10. To work flexibly across the week, including some weekends to meet the needs of Children's Centre service delivery.
11. Able to demonstrate an understanding of the Alliance's performance standards and values.

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

Desirable Criteria

1. Solihull, Triple P and or other recognized parenting programs
2. PEEP Learning Together
2. Level 3 Safeguarding qualification
3. Fluent in multiple languages
4. Knowledge or experience of the voluntary sector

TERMS & CONDITIONS:**Grade: 3****Salary: £16,762.20 - £17,399.20 per annum pro rata****Hours: 30 hours per week****Allowances** 35p per mile - from Children's Centre base**Annual Leave** 25 days plus 8 bank holidays pro rata

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.

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
Currently until 5 April 2018	1%	1%	2%
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:

Appendix 1

Early Years Alliance Performance Standards and Values for all Staff

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

You are

expected to:

Be responsible

- 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
- Make best use of the Charity's resources

Be team focused

- Work as part of a team to achieve common goals
- 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
- Work together to create a positive environment
- Be flexible and adapt to the changing needs of your role

Strive for excellence

- 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

Be respectful

- 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

Take pride

- Have a positive attitude
- Be passionate about the services you deliver
- Take pride in a job well done
- Recognise and celebrate success

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
- 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