

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: LEAD CARE, PLAY AND LEARNING WORKER
(FIXED TERM UNTIL MARCH 31st 2020)

BASED: BASSETLAW DISTRICT CHILDREN'S CENTRES
(RURAL CLUSTER)

RESPONSIBLE TO: EARLY YEARS DEVELOPMENT MANAGER

RESPONSIBLE FOR: NONE

JOB PURPOSE: *To develop, deliver and monitor a range of quality innovative health and family support services within the Bassetlaw district of Children's Centres and their communities that facilitate the identification, assessment, social and emotional and health needs of children, families and individuals, pre-birth and afterwards under the guidance of the Children's Centre Co-ordinator and District Early Years Development Manager. To contribute to meeting the Children's Centre outcomes by providing practical and emotional support through individual and group work to local families.*

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 contribute and promote the Charity and Children's Centre, their objectives and activities positively and to work in a collaborative manner with colleagues and partners
2. To adhere to and support staff, volunteers and students with the implementation, monitoring and review of all systems and policies developed by the Charity and Children's Centre to ensure that appropriate standards of care for all service users are met and to identify opportunities for development
3. To contribute to a working culture and environment which is effective, safe, considerate and supportive and which promotes equality of opportunity
4. To communicate and engage effectively with children, their families and carers.
5. To have and apply knowledge and understanding of child development

6. To take on the responsibility as Designated Safeguarding Lead within crèches and to share any child protection or safeguarding concerns immediately with the Children's Centre Designated Safeguarding Lead and report as appropriate
7. To safeguard and promote the welfare of children, recognising when a child may not be achieving their developmental potential or where their health may be impaired
8. To work in partnership with mothers/fathers carers, colleagues and other agencies to improve outcomes for children from birth to five years
9. To work as part of a multi-agency team with statutory and voluntary sector partners, to promote an integrated approach to children's services
10. To act responsibly as a member of staff to establish trust, confidence and support with parents/carers, managers, colleagues and partners and to maintain effective relationships with all
11. To take responsibility and be accountable for ensuring that the EYFS safeguarding and welfare requirements and Ofsted and quality standards are met, supporting the Care, Play and Learning team, volunteers and students to achieve this
12. To be responsible for providing support and direction to other workers, trainees and volunteers as appropriate, to work to timed audit action plans and liaise with the Early Years Development Manager and Children's Centre Co-ordinator to ensure these are met.
13. To identify development needs to meet the requirements of the job and to participate in, and contribute to, staff development, training opportunities and team meetings.
14. To engage in and contribute to an effective performance management scheme
15. To keep informative, accurate and up-to-date records, including those required by the Children's Centre and children's developmental records, submitting data and evaluation information in a timely manner.
16. To regularly provide cover for sessions within the district, as required
17. To be able to evaluate activities and demonstrate 'value for money' in service delivery
18. To ensure adherence to the Charity's and Children's Centre code of practice on confidentiality
19. To perform any other duties as deemed necessary by the Children's Centre Co-ordinator and Early Years Development Manager

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. It is a statutory requirement that: “*staff have a sufficient understanding and use of English to ensure the well-being of children in their care.*” Section 3.25, EYFS (2012):
2. A minimum level 3 childcare qualification that meets the requirements for an Early Years Practitioner as specified by the National College of Teaching and Leadership
3. Current working experience of the childcare and early education sector, including working with children, staff and mothers/fathers and carers to create a caring, safe and stimulating environment across the age range 0-5 years, adhering to the Statutory Framework for the Early Years Foundation Stage (EYFS, 2014), including the safeguarding and welfare requirements
4. Current working experience of taking responsibility for groups of children and the organisation of sessions as required including acting as a Key Person to a group of children
5. A sound understanding of child development and knowledge of strategies and approaches for supporting children with additional needs and their families
6. Experience of listening to and responding appropriately to children’s views, involving them in decisions about their learning and offering them choices
7. Ability to communicate verbally this includes the ability to establish rapport and credibility with colleagues, external agencies, mothers, fathers and other carers
8. Experience of carrying out effective children’s observation, assessment and monitoring and recording of their development and progress in accordance with the Early Years Foundation Stage
9. Experience of communicating in writing by being able to produce clear, accurate and well-written reports and correspondence in English, e.g. for observations, behavioural and development, monitoring data and evaluation information, submitting in a timely manner.
10. Ability to work with adults individually and in a group in a variety of contexts with mothers/fathers and carers
11. Experience of working effectively with team members and other professionals providing services to the child and their family; sharing information with them appropriately, in line with Data Protection guidelines
12. Ability to provide personal care for children recognising their individual dietary and cultural needs

13. Ability to support children and their parents/carers during any periods of transition
 14. Experience of planning and delivering a high quality curriculum and service
 15. Experience of working with management teams on quality audit, timed action plans and forward planning to meet the needs of the service, supporting staff, volunteers and students to complete actions set.
 16. To be committed to continuous professional development
 17. Commitment to equal opportunities
 18. Willingness to work flexibly (including occasional evening and weekend hours)
 19. Experience of working effectively as a member of a team and on own initiative
 20. As sessions are provided in the community and all staff work between centres to provide staff cover and attend meetings, a full driving licence and use of a vehicle for business is required for this post; however reasonable adjustments will be made for disabled individuals in line with the Equality Act 2010
 21. Conversant with current legislation relevant to the Early Years; for example, Ofsted, EYFS (2014), SEND Code of Practice
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TERMS & CONDITIONS

Grade: N/A

Salary: £16,360.50 per annum, 37.5 hours a week, 52 weeks a year

Allowances: 32 pence per mile travel

Annual Leave: 28 days inclusive of Bank Holidays

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: