

Children Centres

Job Description

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986).

POST: Early Learning Practitioner

GRADE: SCALE 5

RESPONSIBLE TO: Assistant Manager/Centre Manager

RESPONSIBLE FOR: None

This post is part of the xxxxx Children's Centres planning area, and the post-holder may be required to work at other venues within the area

BASIC OBJECTIVES OF THE POST

- To work closely with crèche workers, volunteers, students, Early Intervention & Outreach Practitioners and other professionals in the planning, delivery and evaluation of early learning services in the children's centre planning area, in line with the Early Years Foundation Stage (EYFS) framework and the Local Authority Early Years priorities
- To work as part of the children's centre outreach team and support children's and families access to services
- To promote and enable access to the free entitlement for 2, 3 & 4 year olds
- To assist the delivery of the Healthy Child Programme (HCP)

MAIN DUTIES & RESPONSIBILITIES

Working closely with other professional plan, deliver and evaluate early learning services:

1. To develop robust plans for, and lead the delivery of stay and play sessions based on the EYFS, the targeted needs of families and on the LA priorities
2. To undertake curriculum planning alongside any support staff
3. To direct the day to day work of crèche staff and/or students/volunteers operating in the sessions
4. To model outstanding practice in line with the EYFS principle and guidance and following the ethos of the centre, working with the Local Authority and school based early years advice to ensure high quality provision
5. To assess children's and families' progress within any planned session demonstrating how outcomes are achieved monitoring the progress of cohorts and identified groups of children
6. To promote parents' understanding of child development, play and early learning and to be sensitive to parents role in this process

7. To assist in the development and implementation of effective quality assurance systems for both the Children's Centre programme and settings in the children's centre planning area in line with Ofsted requirements

Working as part of the outreach team:

8. To ensure that all families requiring additional support are flagged up with appropriate staff to maintain an effective link to more targeted support and providing continuity of intervention
9. To support the identification and registration of families with young children in the children's centre planning area, working alongside Early Intervention & Outreach Practitioners to encourage and monitor access to provision and needs identification.
10. To encourage parents' active involvement in providing an early start to child's play, learning and development

Access to free entitlement:

11. To work support children's transition from open early learning sessions into early education and childcare settings, particularly the most vulnerable and/or disadvantaged children
12. To identify eligible two year olds for free early education entitlement in the children's centre planning area and advise next steps to maximize take up and access to provision liaising with the Local Authority's central team
13. To work with Early Years settings and other agencies involved in the delivery of services to children and their families, in the provision of activities to promote the inclusion and early identification of children with special needs and disabilities

Healthy Child Programme

14. To work alongside the Health Visitors and allied professionals in promoting key health messages and facilitate the delivery of the HCP
15. To liaise, and work in partnership with, other staff, agencies and organisations, who currently provide early years services in the planning area, as part of supporting families and providing high quality family information
16. To act as practice champion for the integrated 2-2 ½ year reviews, providing support and advice to early years settings in the children's centre planning area.
17. To encourage and support families to take up the free entitlement to early years learning
18. To be involved in training, research, monitoring and evaluation processes within Children's Centres ensuring that parents/carers and volunteers are involved in shaping services
19. To input data into the centre database
20. To understand and comply with Haringey Council's and the centre's, Health and Safety, Equal Opportunity and Child protection policies and procedures, in a manner that promotes equality of opportunity and access and that foster anti discriminatory practice

MAIN CONTACTS

1. All staff across the Children's Centre Planning Area

2. Community and voluntary organisations
3. Other key professionals

OTHER DUTIES

1. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
2. To carry out duties and responsibilities in accordance with Haringey Local Safeguarding Children Board
3. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
4. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
5. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
6. To act at all times in accordance with Council and Departmental policies and information sharing protocols.
7. To be prepared to do some evening and week-end work.
8. To understand and maintain confidentiality at all times in line with council and centre's policies.
9. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

FINANCIAL RESPONSIBILITY

1. No financial responsibilities.

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Children and Young People's Service – Children Centre

Person Specification

POST: Early Learning Practitioner

The Person

To identify and provide support to children and families at the earliest possible opportunity to improve their life chances by enabling them to access children's centre core offer services, including identifying and addressing the barriers to accessing services particularly for disadvantaged and vulnerable children. To improve children's centre reach into the community.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences	E
Experience of planning and delivering early learning sessions based on the	
• EYFS.	E
The ability to establish good communications with professionals, children	
• and parents/carers alike.	
• At least two years experience of delivering early years services	E
To have two years experience of working with children and parents in a	E
• community based early years setting and of working with vulnerable families	E
Experience of working with families and children from ethnically and socially	
• diverse communities and ability to relate easily to people from a broad range	
• of cultural, religious and racial backgrounds	
• Experience of partnership and multi-disciplinary working	D
To have a good understanding of child development, children's centres and	E
• supporting vulnerable children and families	
• Ability to work as part of a team	E
• To have an action focused problem solving attitude	E
• To be able to model good practice in group settings	E
To be able to speak a community language	D
Qualifications	
• A relevant Level 3 Early Years/Childcare qualification	E
Knowledge/Skills	
• Robust knowledge of the EYFS & developmental needs of children 0-5	E
• To have strong observation and assessment skills	E
To have a strong understanding of disadvantaged communities and how to	E

- engage them
- To have a strong understanding of and skills in engaging with vulnerable families E
- Knowledge of the ways in which children’s development can be affected by the issues and needs of parents/carers and ways in which parents be supported effectively in their role E
- To be organised and IT literate E
- To have a tenacious attitude and approach E
- To be self-reflective with an outcomes focus E
- To have sound knowledge and understanding of child protection and safeguarding policies and procedures E
- Understanding of social exclusion and its implications for families and communities D

The range of competencies applicable to the post are:

Self-development and Learning

- To be self-reflective.
- Committed to continuous personal and professional development.
- To keep up to date on legislative, policy and practice developments.

Team Work

- To be a pro-active and committed member of a multi-disciplinary team.
- Committed to and effective in sharing information.
- Flexible open-minded attitude.

Self-discipline and Organisation

- Self motivated and disciplined.
- Good self organising skills.

Networks and Partnerships

- Committed to and able to work in a partnership framework.

Communicating Effectively and Appreciating Diversity

- Strong communication skills; engage, listen, be empathic and respond.
- Be able to work with diverse communities. Be respectful and responsive.

Innovation and Finding Solutions

- Solutions orientated.
- Flexible and creative to improve outcomes for children and families.

Customer Focus

- Child’s needs first.
- Tailor make approaches to meet needs of children and families.

Leading Change

- Lead change through positive attitude, partnership working and focus on outcomes.

- Own solutions, do not just leave to others.

Managing People

- No line management responsibilities, but be committed to supporting colleagues and challenging poor practice

Political and Organisational Awareness

- Take responsibility for knowing colleagues in partner organisations.
- Keep up to date on policy and practice developments.