

## Job Description

**Post:** Early Years & Family Practitioner

**Responsible to:** Better Start Area Manager, Deputy Manager - Early Years Services

**Grade:** Scale 4

### Main purpose of job:

- To provide a welcoming, warm and safe environment across the Better Start area for young children and their families.
- To deliver high quality early years provision for children aged birth to 5 years in accordance with the Early Years Foundation Stage framework.
- To work in partnership with parents/carers and other professionals to promote wellbeing and support children develop to their full potential.

### Main duties and responsibilities

1. To support the Early Years Team to provide a well-planned stimulating learning environment and to provide high quality care for children at all times.
2. To participate in planning and organising appropriate play and educational activities, including evaluation of sessions and assessment of children's progress.
3. To support the introduction and settling in process for children and families into crèche and Stay & Plays including registration and providing information on centre policies.
4. Be a positive role model for children and their parents/carers; demonstrating excellent communication skills whilst modelling how to support children to learn through play.
5. To work in partnership with parents/carers and to encourage their involvement in their child's learning as well as wider CC activities.
6. To develop and maintain positive relationships with parents/carers of children attending sessions, encouraging engagement and ensuring concerns are dealt with.
7. Communicate effectively with team members and other multi-disciplinary professionals in order to establish effective working relationships that results in a comprehensive support service to young children and their families.
8. To work in accordance with the SEND Code of Practice actively promoting inclusive practice, setting the ethos and approach to children with additional needs.
9. Identify children not meeting their developmental milestones or showing signs of delay ensuring families are supported to access appropriate targeted services.

10. Promote the 2, 3 & 4 year old offer to parents attending sessions and help them to access provision via online application from the centre.
11. To attend and contribute to team meetings, training events and supervision/appraisal sessions.
12. Willingness to update knowledge and to keep up to date with new developments, undertake training and other professional development activities.

### **General**

13. To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
14. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
15. Safeguarding: To remain vigilant and do everything possible to protect children, families and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Better Start Area Manager or Lead Provider Headteacher any incident of this nature you witness, hear about or suspect.
16. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.
17. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
18. Work flexibly as required by the needs of the service, including occasional evening and weekend working
19. To carry out as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its contents.

**CHILDREN & YOUNG PEOPLES SERVICE**
**Person specification:** Early Years & Family Practitioner

**Shortlisting Criteria:** in your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked E = Essential.

**Interview Scheme for Applicants with Disabilities:** if you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ = Essential on the personal specification when you complete the application form.

Early Years & Family Practitioner		Short listing criteria
<b>Qualifications and training</b>	1. Level 2 childcare qualification or working towards this	E✓✓
	2. Hold a relevant Paediatric First Aid certificate	D
	3. Food Hygiene Certificate	D
<b>Experience, knowledge, skills and abilities</b>	4. Experience of working with children from birth to five years	E✓✓ D
	5. Experience of working in partnership with parents/carers	E✓✓
	6. Experience of delivering activities to support and develop children's learning	E✓✓
	7. Understanding of child development and the way in which children learn	D
	8. Experience of working with children who have special educational needs and disabilities	E✓✓
	9. Knowledge of the Early Years Foundation Stage and how to build this into practice	E✓✓
	10. Knowledge and understanding of safeguarding and child protection procedures	E✓✓
	11. Ability to work effectively within a team environment	E✓✓
	12. Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations	E✓✓
	13. Ability to comply with policies & procedures including health and safety and risk assessment/management	E✓✓ E✓✓
	D	



	<p>14. Commitment to equal opportunities and inclusion</p> <p>15. Ability to communicate effectively verbally and in writing</p> <p>16. Experience of working in partnership with other agencies/professionals</p> <p>17. Good organisational and time management skills</p>	<p>E✓✓</p>
--	--	------------

<b>Key Behaviours</b>		
<b>Focuses on People</b>	<ul style="list-style-type: none"> <li>• Engages with and listens to team members and stakeholders in order to understand their needs and concerns and respond appropriately</li> <li>• Shows empathy in interactions with children, families, staff teams and partners</li> <li>• Is approachable, flexible and available to people inside and outside the organisation</li> <li>• Ensuring all interactions with people are respectful, non-judgemental and inclusive</li> </ul>	E ✓✓
<b>Takes ownership</b>	<ul style="list-style-type: none"> <li>• Be accountable and responsible in your role to deliver the highest quality service</li> <li>• Use skills and experience to create good experiences for children and families</li> <li>• Go the extra mile, being proactive and taking initiative as appropriate to the role</li> <li>• Actively engage in your professional development, taking new opportunities to learn new skills and develop knowledge</li> </ul>	E ✓✓
<b>Works collaboratively</b>	<ul style="list-style-type: none"> <li>• Networks with internal and external partners to find out mutually beneficial ways of working</li> <li>• Takes a consultative approach, seeking out the views and opinions of others who are affected by issues</li> <li>• Being a good team player and stepping up to assist others when needed</li> <li>• Being approachable, listening and building constructive honest relationships</li> </ul>	E ✓✓
<b>Communicates effectively</b>	<ul style="list-style-type: none"> <li>• Able to communicate and relate to people from a diverse range of backgrounds</li> <li>• Uses clear language when talking or writing to people so they understand and can engage</li> <li>• Sharing and passing vital information to the appropriate team member in an accurate and timely manner</li> <li>• Escalates issues and concerns, ensuring risks are understood and responded to</li> </ul>	E ✓✓
<b>Focuses on results</b>	<ul style="list-style-type: none"> <li>• Understand why you are doing something and how it achieves the best outcome for yourself, the team and stakeholders</li> <li>• Completing work to the best of your ability with the resources available</li> <li>• Understands goals and objectives and does what is needed to do to achieve these</li> <li>• Delivers projects on time and within allocated budget</li> </ul>	E ✓✓