



Southwark Children and Family Centres
Bermondsey and Rotherhithe

Job Title	Early Years Practitioner Grade 6 (£30,309 - £35,313)
Locality	Bermondsey and Rotherhithe Children and Family Centre

Purpose of Job

To be provide high quality play and learning experiences for children and families attending universal and targeted play learning activities and crèches provided within the locality.

Key accountabilities

1	To provide crèche and universal play learning activities meeting the needs of babies and children as individuals within groups and to plan programmes of activities that extend their learning and development.
2	To work with the senior leadership team to create and facilitate a creative and innovative range of play and learning experiences, making full use of indoor and outdoor opportunities and engage with latest best practice guidance.
3	To implement and lead the observation, assessment and evaluation of all group activities as part of the plan to continuously improve services.
4	To develop and maintain positive relationships with parents/carers of children attending the sessions, encouraging engagement with appropriate services that support the child's development and support the family's wider needs.
5	To support observations and material for early years monitoring systems for children and ensure all records are kept up to date and reports written in line with agreed policies. To implement policies and procedures specific to children 0 months to 5 years and ensure that these are followed to guarantee exemplary practice.
6	Take a lead on developing children's independence, self-reliance and interdependence skills through the team's own interactions with children and their work with families.
7	To work in partnership with parents/carers offering advice and guidance and signposting them to other support services where appropriate. To ensure that Early Years Assistants and Volunteers are kept up to date with their knowledge of support services.
8	To collaborate with the Community Family Workers to promote family support activities and services across the locality through active direct outreach to parents and early identification of needs.

9	To work in partnership with the Senior EYP, Family Services Manager and Community Family Workers to ensure early identification of children's needs and implementation of next steps and provision plans; this will be based on a collaborative and holistic approach to meeting children and families' needs.
10	To actively engage and establish positive working relationships with other agencies, both statutory and voluntary, within the Children's Centres partnership, in order to offer a comprehensive support service to young children and their families.
11	To be responsible and accountable when implementing policies and procedures specific to children 0 months to 5 years and ensuring that all Safeguarding Children Board procedures relating to child protection issues are adhered to.
12	To promote a working and physical environment in which the emotional, social, psychological, physical, developmental and educational well-being is paramount and in which a supportive, empathetic, inclusive and non-judgemental approach is used in all interactions with children and their families.
13	To supervise sessional or voluntary staff who support play learning activities and crèche.

Key relationships

Reports to	Senior Early Years Practitioners
Direct reports	Sessional staff, Volunteers (as required)
Indirect reports	Agency, sessional, volunteers and ad-hoc staff
Key external stakeholders	Health, schools, Early Years settings and all relevant professionals

Credentials/Capability

(Minimum qualification required/Knowledge/experience required beyond minimum qualification/other key factors)

1	A Childcare or Early Years Education qualification equivalent to NVQ 3 or above.
2	Childcare experience and continued professional development in the Early Years.
3	Experience of running play activities, family learning sessions and working within a crèche.
4	Understanding of issues facing children and families with complex needs.
5	Paediatric First aid & Safeguarding training.

Illustrative challenges

(Concise examples of the type of problems that the role has to address on a recurring basis – i.e. a normal part of the job, not a one-off or exceptional situation)

1	Planning for individual children within a group or activity based programme.
2	Working with parents and carers to encourage positive relationships with children.
3	Support parents/carers with their queries about child development.
4	Risk assessing all spaces to ensure safe environments for activities and crèches.

Decisions made

(Concise examples of the type of decisions that the role needs to make. Ensure that these are decisions that are made by this role without having to seek input/approval from the boss)

1	Any concerns regarding safeguarding or child development to be discussed with the Senior Early Years Practitioner, a member of the Senior leadership Team or the Designated Safeguarding Person as appropriate.
2	How best to meet the holistic needs of children and families within your care.

Dimensions

(Provide financial or operational metrics that explain the scope of the role's impact within the organisation. For example, budget managed, revenues of clients managed, value of projects worked on, number of different products handled, number of employees managed).

1	Lead sessions and group activities with children and carers, operating within agreed ratios and rotas.
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Approvals

Job holder		Date	
Manager		Date	

General

- To comply with Southwark's Equal Opportunities policies at all times.
- To comply with Southwark's Health & Safety policies at all times
- To comply with Southwark's Safeguarding policies at all times
- To comply with the Groups ICT policies and procedures at all times

JOB SPECIFICATION

ATTRIBUTES	DESIRABLE/ ESSENTIAL
Qualifications	E
1. Good literacy skills	E
1.2 Minimum requirement Level 3 Child Care or Early Years Education qualification or above	E
1.3 Paediatric First Aid	E
1.4 Safeguarding Training	E

<p>Experience</p> <p>2. Demonstrate experience of working with children and young people in a school setting, play learning setting or crèche</p> <p>2.1 Working knowledge and understanding of Early Years Foundation Stage</p>	<p>E</p> <p>E</p>
<p>Skills & Abilities</p> <p>3.1 To be able to demonstrate effective oral communication skills</p> <p>3.2 The ability to create and facilitate a creative and innovative play environment</p> <p>3.4 Experience of implementing and leading through observation, assessment and evaluation of group activities</p> <p>3.5 Demonstrate experience of the recording of information in line with agreed policies and procedures</p> <p>3.6. Demonstrate working with partners and colleagues to ensure children and families achieve the best possible outcomes</p> <p>3.7 Demonstrate an holistic approach when working with children and their families</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>Personal Characteristics</p> <p>4.1 Reliable with a high degree of integrity</p> <p>4.2 Approachable with excellent interpersonal skills when dealing with others on all levels</p> <p>4.3 Well-organised, enthusiastic, energetic and flexible</p> <p>4.4 Manages time effectively</p> <p>4.5 Values and respects the views of children</p> <p>4.6 Self-motivated and able to take initiative and responsibility</p> <p>4.7 A willingness to learn with and from colleagues</p> <p>4.8 Proactive in maintaining own professional development and can seek help from others when needed</p> <p>4.9 A commitment to take part in all aspects of the life of the Children Centre</p> <p>4.10 Adheres to the Children Centre’s Code of Conduct.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Equality & Diversity</p> <p>5.1 A commitment to equality, diversity and the inclusion of all ensuring all children and families have equal access to opportunities to learn and develop and individual needs are met.</p> <p>5.2 Having an awareness of children with SEND and how best to meet their individual needs whilst accessing Children Centre services.</p>	<p>E</p> <p>E</p>