Job Description

Job Title: Senior Early Years Practitioner	**Service Area**: Plaistow Children's Centre
Grade: Scale 6	**Date last updated:** March 2020

EQUALITY AND DIVERSITY
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Core Purpose of Job

To deliver front-line services and lead a small team, by example as a senior practitioner. Work in partnership with the Best Start in Life children centre manager for the area, to improve outcomes for young children and their families, with a particular focus on the most disadvantaged families, in order to reduce inequalities in:

- Child Development and School Readiness.
- Parenting Aspirations, Self-esteem and Parenting Skills.
- Child and Family Health and Life Chances.

Job Context

1. The post holder reports to the Children Centre Manager and the head teacher for Plaistow Primary School.

2. The post holder has joint responsibility for ordering of resources for the centre.

3. The post holder will be required to work evenings and weekends, in order to meet the needs of service users and stakeholders.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To ensure the day to day operation of a high quality, child and family friendly service, under the direction of the Children Centre Manager.

2. To have joint financial responsibility for the ordering of resources for the centre.

3. To work with the children centre manager in the organisation of meetings and booking venue space, to compile the centre's activity calendar and undertake marketing activities linked with outreach to promote the centre's services and linked provision.

4. To provide good quality information and signposting and effective front office facilities for service users and members of the public to a range of children's centre and area based services, liaising with family support and outreach staff where more targeted services may be appropriate.

5. To oversee/undertake centre's direct work relating to 2 year old funded children supporting transition into pre-school or school.

6. To represent the Centre manager in their absence.

7. To support Early Years Professional in the delivery of services.

8. To be responsible for the delivery of specific services/sessions across the Plaistow Neighbourhood.

9. To develop and maintain standard procedures and codes of practice for the centre under the direction of the Children Centre manager, including health and safety, registration issues for childcare and crèche provision and administration.

10. Organise age appropriate equipment and resources for on-site activities and services and ensure that rooms are set up as required.

11. To assist in the completion, monitoring and review of the children's centre delivery plan and SEF, ensuring that the centre manager is advised of any significant variation immediately.

12. To explore new funding opportunities, maximise income generation opportunities and provide flexible support for new initiatives.

13. To undertake appropriate training and development as required.

14. To ensure that agreed targets are met, in line with the Centre's performance management arrangements.

The above job description was agreed on_____ (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Signature of the Post-holder: _____

Signature of Team Leader: _____

Personal Specification

Job Title: Senior Early Years Practitioner Practitioner	**Service Area**: Plaistow Primary School and Children Centre
Grade: Scale 6	**Date last updated:** March 2020

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	
KNOWLEDGE:	
• Understanding of health and safety requirements, safeguarding procedures and childcare registration	Application Form/Interview
• Understanding of the legislative Children's Centres Ofsted inspection framework. and Newham Council's Resilience Agenda.	Application Form/Interview
QUALIFICATIONS	
• Relevant childcare qualifications (minimum of level 3 childcare or equivalent).	Application Form
EXPERIENCE	
• Experience of successfully supervising and/or administering similar service delivery for children and families.	Application Form/Interview
• Experience of data monitoring, review, analysis and quality checking.	Application Form/Interview
• Experience of successful staff management including dealing with and implementing change.	Application Form/Interview
• Monitoring and reviewing services in line with expressed user needs.	Application Form/Interview
• Successful partnership working.	Application Form/Interview
	Application Form/Interview

SKILLS AND ABILITIES	
• Excellent communication skills including the ability to empathise establish trust and build rapport. • Excellent organisational skills. • Ability to work collaboratively, on own initiative and under direction. • Able to carry out the effective supervision and management of staff. • Ability to successfully develop the utilisation of resources. • Well-developed oral and written communication skills to match style, language and tone to specific audiences. • Appropriate IT and database skills including the production of communications and reports for a varied audience.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview/Test
PERSONALSTYLE & BEHAVIOUR	
• Willingness to work flexibly and collaboratively as required to meet changing service needs. • Self-starter with good motivation to complete tasks. • Integrity to offer high quality, value for money services.	Application Form/Interview Application Form/Interview Application Form/Interview
OTHER SPECIAL REQUIREMENTS	
• This post is subject to a DBS enhanced disclosure.	Satisfactory clearance at conditional offer stage