Job Description

Job Title: Early Years Practitioner	**Service Area**: Children & Young Peoples Services	
Directorate:	**Post Number:**	**Evaluation Number:** 3170
Grade: Scale 5	**Date last updated:** September 2018	

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 support the delivery of the Best Start in Life guarantee at a neighbourhood level by promoting access to high quality early years education.

- To support the development work at a neighbourhood level of a range of early education initiatives including the Early Education Funding for Two Year Olds scheme; the extension to 30 hours of early education free entitlement.

- To be responsible for planning and carrying out care, play and learning programme for groups of children, appropriate to their needs and developmental stage. To support Plaistow Community neighbourhoods in delivering high quality care following policies and procedures implemented by Plaistow Primary School and Children's Centre.

Job Context

The post holder is accountable to the Children's Centre Manager.

- The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.

- The post holder will be required to carry out work at different venues across the Community Neighbourhood Area including childcare and early education settings (including home-based childcare).

- The post holder has no line management responsibilities

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.

- To signpost children and families to other appropriate family support services.

- To lead on facilitating a wide range of activities for parents/carers and children e.g. baby and toddler groups, messy play, storytelling and singing activities.

- To lead on and/or support crèche sessions, providing on emotionally secure, warm, stimulating and safe environment to the needs of individual children mainly under fours.

- To have knowledge of the Early Years Foundation Stage in order to implement, evaluate and implement activities.

- To direct and support volunteers as allocated to groups.

- Liaise with early education providers, parents and other agencies to identify childcare opportunities and support parents to access early education places.

- To foster and maintain links between Children's Centres, Best Start in Life providers (including Health Visitors) and early education providers including private, voluntary and independent providers and childminders.

- To develop and maintain neighbourhood networks of early education providers including private, voluntary and independent providers and childminders to support the high quality delivery of early education.

- To support awareness raising and promotion activities to ensure maximum take-up of the 2 Year Old Early Education entitlement by eligible families.

- To monitor and control the use of resources to support childminders' groups delivering the Early Years Foundation Stage across all ages.

- To collect and input data to the management systems relating to Children's Centre activity, take up of early education entitlement

- To be fully aware of Child Protection issues when working with families and be able to implement safeguarding procedures when necessary.

- To carry out all duties with due regard to security and confidentiality and sensitivity.

- To carry out such other duties within the competence of the post holder which may be reasonably required from time to time

Personal Specification

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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	METHOD OF ASSESSMENT
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.	
KNOWLEDGE: • Knowledge of relevant legislation pertaining to children and families and Early Years service delivery. • Knowledge of Children's Centres and Early Help agenda.	Application Form/Interview Application Form/Interview

• Knowledge of local community and services.	Application Form/Interview
QUALIFICATIONS: • Professional qualification relating to work with children & families and/or early education (min Level 3 childcare, education or equivalent).	Application Form/Interview
EXPERIENCE: • Experience of work in the field of early years and local communities. • Experience of building networks and relationships with early education providers. • Experience of delivering advice, support and training that improves quality and sustainability in the childcare and early education sector. • Experience of supporting families to access high quality early education and childcare. • Experience of working in a customer focused environment. • Experience of working in a multi-agency context. • Experience of project administration.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application/Interview
SKILLS AND ABILITIES: Ability to engage with a wide range of stakeholders including childcare providers, early childhood support services and families. Ability to engage families to access their free early education entitlement. Effective communication skills using a range of mediums and an ability to relate to a variety of audiences. Experience of using IT including data management systems. Ability to prioritise workload, work to deadlines and take	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

appropriate responsibility.	
PERSONAL STYLE AND BEHAVIOUR:	
Ability to work collaboratively.	Application Form/Interview
Ability to work flexibly.	Application Form/Interview
Ability to work on own initiative.	Application Form/Interview
OTHER SPECIAL REQUIREMENTS:	
Be able to travel within Plaistow Community Neighbourhood area.	Application Form/Interview
Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Satisfactory clearance at conditional offer stage
This post is subject to a DBS enhanced disclosure.	Application Form
This post is exempt from The Rehabilitation of Offenders Act (1974).	