Job Description

Newham London

Job Title: BSiL Early Years Practitioner	**Service Area**:
Directorate: CYPS	**Evaluation Number:** 3200
Grade: Sc5	**Date last updated:** October 2015

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.

Overall Purpose of Job

1. 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 is accountable to the nominated senior/centre manager.

2. The post holder has no line management or budget responsibility.

3. The post holder will be required to work evenings, weekends and occasional public holidays, in order to meet the needs of the community. The post holder will have to carry out home visits in the borough.

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 plan, provide, monitor and deliver services and activities within the framework, vision, strategy and core values of Best Start in Life (BSiL).

2. To participate in the development, monitoring and review of support services and activities for children and families.

3. To promote full and positive involvement, participation and inclusion of children young people and families.

4. To communicate with parents, children and colleagues in a respectful and responsive way, delivering services that are evidence based and effective.

5. To provide outreach services to identified children and families to ensure that information on universal services is communicated to them complementing other targeted services to support families.

6. To receive low level referrals and work with families as directed by senior staff/managers utilising preferred tools and recording systems, including the Early Help Record.

7. To deliver assertive outreach including home visits.

8. To attend and participate in regular supervision, appraisal and team meetings as directed by senior staff/line manager.

9. To be fully aware of Child Protection issues when working with families and be able to implement Safeguarding procedures as necessary.

10. To record outcomes and impacts in a robust and timely way, including individual files and records ensuring the purpose and monitoring requirements of the service are met.

11. To work closely with schools and other Children Centre based teams to ensure equity of access to the Best Start in Life offer.

12. To monitor levels of participation and access taking a lead in quality assurance and the measurement of impact and levels of satisfaction of parents and children.

13. To work collaboratively with internal and external partners and stakeholders to ensure high quality service provision for children, young people and their families.

14. Work with colleagues in the dissemination of publicity, information and materials ensuring they reach a wide and diverse community.

15. To liaise with other practitioners delivering the Best Start in Life offer to support holistic assessment and intervention.

16. To attend and participate in interagency meetings as requested by senior staff/line manager.

17. To promote an ethos of team working and a culture of service delivery that is evidence based and outcomes focused; promoting positive change respect, ownership and empowerment.

18. Improve service delivery through personal development and by contributing to the ethos of professional development within Best Start in Life.

19. To undertake any other duties that are in line with the purpose and grade of the post as may be required from time to time.

Personal Specification

Newham London

Job Title: Early Years Practitioner	**Service Area**:
Directorate: CYPS	**Evaluation Number:** 3200
Grade: Scale 5	**Date last updated:** October 2015

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 the Early Help agenda and relevant legislative frameworks including the Children's Centre Ofsted Inspection Framework.	Application Form/Interview
• Understanding of Newham Council's Resilience and Best Start in Life Agendas.	Application Form/Interview
• Knowledge of the local community and services.	Application Form/Interview
• Knowledge of participation and involvement of parents in service delivery and evaluation.	Application Form/Interview
QUALIFICATIONS • Relevant childcare qualifications (minimum of level 3 childcare or equivalent).	Application Form/Interview
OTHER SPECIAL REQUIREMENTS • This post is subject to a DBS enhanced disclosure.	Satisfactory clearance at conditional offer stage

EXPERIENCE	
Successful experience of building positive outcomes focused relationships with children, young people and families.	Application Form/Interview
Successful experience of delivering parent partnership activities.	Application Form/Interview
Experience of delivering outreach in family homes.	Application Form/Interview
Experience of working in environments where barriers to social inclusion are identified and a positive ethos developed.	Application Form/Interview
Experience of working with other agencies and community groups.	Application Form/Interview
Experience of delivering advice, support and training that builds resilience and independence in families.	Application Form/Interview
SKILLS AND ABILITIES:	
• Successful engagement of families to participate in services.	Application Form/Interview
• Effective communication skills using a range of mediums and ability to relate to a variety of audiences.	Application Form/Interview
• IT literate with ability to produce reports showing reach, engagement and analysis of impact.	Application Form/Interview
• Excellent time management skills.	Application Form/Interview
• Able to organise workload and prioritise.	Application Form/Interview
• Enthusiasm to motivate people and get them involved.	Application Form/Interview
• Ability to work in partnership.	Application Form/Interview
• Clear understanding of line management reporting.	Application Form/Interview
• Ability to work as a member of a team.	Application Form/Interview
• Sensitive and responsive.	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR	
Team player.	Application Form/Interview
Integrity to offer high quality, value for money services.	Application Form/Interview