

Job Description

Children's Social Care Assistant (Early Years)

Reference:

Date: April 2026

Job Family:	Care [Early Help, Prevention & Family Support]
Level:	1
Band:	Band 3
Career Track:	Operational

Job Purpose

Provide high-quality care and play-based early learning for all children attending Cubs & Kits daycare and creche provision across the North Locality, ensuring environments are safe, stimulating, and welcoming for children and parents/carers.

Service Purpose

The Prevention, Family Help and Targeted Youth Services exist to provide timely, proportionate, and integrated support to children, young people, and families, reducing the need for statutory intervention and improving long-term outcomes. The service aims to deliver high-quality early help through Family Hubs, Family Help Teams, and targeted interventions that build resilience, strengthen family relationships, and keep children safe within their communities. This aligns directly with Northumberland County Council's priorities of giving every child the best start in life, reducing inequalities, and promoting community wellbeing. It also reflects the principles of the Early Help Strategy, which focuses on prevention, partnership working, and empowering families to access support at the earliest opportunity. Key stakeholders include children, young people, parents and carers, schools, health partners, voluntary and community organisations, and other statutory agencies.

Duties and Responsibilities

Teaching, Learning and Child Development

- Provide high-quality care and early learning experiences tailored to children's individual needs and stages of development, in line with the EYFS and Characteristics of Effective Learning.
- Deliver Quality First Teaching within an inclusive, nurturing environment that promotes positive relationships, emotional wellbeing and engagement.

- Create and maintain safe, stimulating and inclusive indoor and outdoor learning environments that meet children's physical, emotional and developmental needs through imaginative and creative play.

2. Observation, Assessment and Planning

- Observe, assess and plan effectively for all children, tracking progress over time and adapting provision to meet individual needs.
- Complete statutory and developmental assessments, including baseline assessments, required progress checks and contributions to children's individual Passport information.
- Identify children who may require additional support and take appropriate action, including use of the Northumberland Early Years Inclusion Toolkit or Early Help processes.

3. Key Worker Practice and Inclusion

- Act as a key worker, providing consistent support for children's physical, emotional, social and intellectual development and fostering secure attachments.
- Work alongside families and relevant professionals to support the holistic needs of children and ensure inclusive practice.

4. Partnership Working

- Build positive partnerships with parents and carers by sharing information about children's progress and encouraging engagement with community provision and Family Hubs.
- Work collaboratively and flexibly across the Family Hub programme, including supporting delivery from other centres when required.

5. Teamwork, Safeguarding and Professional Responsibilities

- Work effectively as part of the childcare team, supporting colleagues and contributing to the ongoing development and quality of the service.
- Raise concerns promptly with the manager or deputy regarding safeguarding, welfare, health and safety or environment issues, maintaining confidentiality at all times.
- Adhere to all relevant policies, procedures and standards of Cubs & Kits Daycare and Northumberland County Council.
- Participate in required out-of-hours activities, training, meetings and events, and engage in continuing professional development relevant to the role.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 3 Early Years Qualification: e.g. NNEB, B/TEC Diploma in Nursery Nursing, Childcare and Education or equivalent.
- Training in Early Years Foundations Stage Framework and Practice

Knowledge, Skills and Experience

- At least 1 years' experience of working in a setting with children and parents under the age of 5.
- Sound understanding of child development and children's needs.
- Ability to communicate effectively with young children, their parents/carers and colleagues
- Ability to work with parents/carers supportively and non-judgmentally, positively encouraging their involvement in the nursery/wider Family Hub programme.
- Ability to work flexibly as part of a team to plan and deliver a range of play activities and innovative environments for young children.
- Ability to record information accurately and appropriately.
- Willingness to undertake further training and development in early years practice.
- Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in.

Additional requirements

- Able to meet the physical requirements of the post in terms of working with children 0-5
- Able to work flexibly in terms of shift pattern, service delivery and location.

Core Competency Requirements

- **Communication:** Communicates clearly and respectfully to support shared understanding. Uses active listening to confirm meaning and respond appropriately.
- **Collaboration:** Works with others to complete tasks and support service delivery.
- **Service Delivery:** Delivers tasks to expected standards and timescales, following procedures and guidance. Uses resources efficiently to support effective delivery.
- **Decision-Making:** Makes decisions using guidance and procedures.
- **Digital & Data Literacy:** Uses standard digital tools to complete work, following guidance on data protection and digital safety.
- **Adaptability:** Adapts to change and feedback. Applies learning to improve own work and support team outcomes.
- **Problem-Solving:** Resolves issues using known solutions.
- **Community & Customer Focus:** Delivers services with care and respect, considering diverse needs and ensuring a positive customer experience.
- **Leadership:** Supports colleagues and takes responsibility for own work.

Strengths

- Adaptable** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- Disciplined** You follow processes, operating well within set standards, rules and guidelines.
- Enabler** You see the potential in everybody and encourage them to learn, progress and develop.
- Relationship Builder** You quickly establish mutual respect and trust, building long lasting relationships with others.
- Organiser** You make plans and are well prepared. You seek to maximise time and productivity.

Desirable