Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Senior Early Years Worker | | **Director/Service/Sector:** **Wellbeing & Community Health Group** | | **Office Use** |
| **Band:** 4 | | **Workplace:** Hadston Childrens Centre / Berwick Children's centre | | **JE ref: 3933**  **HRMS ref:** |
| **Responsible to:** Integrated Childrens Centre Coordinator | | **Date: 14.07.2021** | **Manager Level:** N/A |
| **Job Purpose:** To provide and implement a stimulating learning environment to enhance early childhood development. To provide quality daycare provision, working directly with children and their families to offer high quality learning/play experiences in the Childrens Centre.  To support the Integrated Childrens Centre Coordinator, with the operational delivery of our two year old early education provision. | | | | |
| **Resources** | Staff | n/a | | |
| Finance | | n/a | | |
| Physical | | n/a | | |
| Clients | | Children from 0-5 years and their families | | |
| **Duties and key result areas:**   * To lead on the high quality early education and play opportunities through the planning and delivery of a wide range of activities appropriate to the child’s needs and stage of development, using the ‘EYFS Curriculum’ and ‘Development Matters’ guidance. * To be the named person within the setting for OFSTED, leading on the planning, assessment, monitoring and evaluation of children's progress. * To support Early Years Workers to provide consistency in facilitating children’s physical, emotional, intellectual, and social development and ensuring all relevant records pertaining to children are updated regularly, in partnership with parents. * To work closely with parents/carers, sharing information about children’s progress and encouraging parent/carer involvement in supporting their child's learning and development. To have a good working knowledge of children with SEND and the procedures to follow to ensure support for these children is in place. * To ensure that the Early Years provision is a safe environment for children by complying with all policies, procedures, and standards relevant to the setting, ensuring that safety and hygiene standards are high, and undertaking risk assessments as agreed by the Integrated Children’s Centre Co-ordinator. Assist the Integrated Childrens Centre Coordinator in the development and review of Childcare Policies and Procedures. * To work closely with childcare staff to support children and their families who may have additional needs. Work with the relevant agencies, and provide the evidence required, to secure additional funding to support these children’s needs. * Provide the Integrated Children’s Centre Co-ordinator with regular feedback regarding parents' concerns, requests, and observations. * To contribute to the development and use of imaginative and creative approaches to play/early learning, both indoors and out. * To support the Children's Centre delivery around engaging with children and families in SOA through prevention and intervention pathway service. e.g. creches, outreach work. * To work as part of a team, contributing to the development of the Early Years Worker team and its service delivery. Day-to-day supervision of students, trainees and volunteers and participate in their assessment as required. * To support the Senior Leadership Team with the delivery of Childrens Centre and Early Help core delivery across the North Locality. * To be able to manage their own workload. * To undertake other duties and responsibilities as required, commensurate with the grade of the post.   **Other**   * Responsibility for helping to keep children and young people safe by providing a safe environment for children and young people to learn in. * Identifying children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements: | | Able to travel between outreach venues to deliver childcare, crèches and other Childrens Centre services. Occasional travel required to venues across Northumberland to access training and attend meetings. | | |
| Working patterns: | | 37 hours per week between 9:00am and 5pm, Monday to Friday. Occasional evening and weekend working to cover needs of the service. | | |
| Working conditions: | | Every morning within the early education provision at Hadston Children’s Centre (term time), and mainly from Hadston, Amble, or Alnwick Children's Centre and outreach venues in the afternoons, to provide creches, groups and play sessions. Occasionally from other North Locality Children's Centres and outreach venues. | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:**  Senior Early Years Worker | **Director/Service/Sector:**  People Group  Learning and Development 0-19 Service | **Ref**: 3933 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| * Level 3 Early Years Qualification: e.g. NNEB, B/TEC Diploma in Nursery Nursing, NVQ level 3 in Childcare and Education or equivalent. * A commitment to undertake further training. | * Level 4 or above Early Years qualification. * 1st Aid * Safeguarding children * Relevant speech and language qualification | |  |
| **Experience** | | | |
| * Recent experience of working with young children in a group setting. * Experience of providing play opportunities for pre-school children linked to their developmental stage. * Experience of working in partnership with parents, carers, children, and other agencies | * Experience of a variety of early years settings. * Experience of undertaking developmental work. * Experience of supporting individual children and their families. * Experience in a child-focused community based project * Experience of working with children with disabilities | |  |
| **Skills and competencies** | | | |
| * Sound understanding of child development and children’s needs. * Ability to communicate effectively with young children, their parents/carers and colleagues * Ability to manage own workload and work within the early education provision, planning and delivering a range of activities * Knowledge of relevant policies, procedures and standards, with a knowledge and understanding of child protection issues. * Excellent interpersonal and communication skills (verbal and written). * Ability to work with parents/carers supportively and non-judgementally, positively encouraging their involvement in the early education provision and wider Sure Start Children’s Centre programme. * A creative and innovative approach to play, with an ability to plan and deliver a range of play activities. * Ability to plan and evaluate activities. * Ability to work alone and as part of a team. * Ability to manage own workload and work under own initiative. * Ability to record information accurately and appropriately. * Willingness to work flexibly and creatively as part of a team, in a developing environment * Willingness to undertake further training to support professional development. * Able to work in an anti-discrimatory way in accordance with Northumberland County Council and Sure Start Children’s Centre principles. |  | |  |
| **Physical, mental and emotional demands** | | | |
| * Physically capable of discharging the requirements of the post |  | |  |
| **Other** | | | |
| * Have a flexible approach to work. * A full clean Driving Licence and able to meet travel requirements of the post. * Able to work from alternative bases when required * Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in. * Commitment to and ability to work in partnership with parents, carers and children. * Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe. * Commitment to all aspects of equal opportunities including commitment to anti-discriminatory practice. * Able to work outside normal working hours |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits