**ROLE PROFILE**

**Role Title: Relief Early Years Practitioner (Level 2)**

**Service Group: Youth and Community**

**Accountable to:**

**Grade: C**

**Date: Nov 2016**

**JE code: JE1465 Competency Level: 1**

**Purpose of job**

To support the three day nurseries, children and family centres and crèches in delivering high quality care and education, that meets the needs of children and their families. To ensure that positive relationships are established in an environment that is welcoming, supportive and inclusive.

**Key Objectives**

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| 1. | Work with Early Years Practitioners to provide a welcoming and stimulating learning environment to enable children to learn through play and grow in confidence. |
| 2. | Support the deliver y of a range of activities to support the Early Years Foundation Stage (EYFS), providing positive child centred learning opportunities. |
| 3. | Support team members to observe, monitor, evaluate and record all aspects of the children’s development in line with the Early Years Foundation Stage Curriculum in order that every child will fulfil their potential. |
| 4. | Support parents to increase knowledge of their child’s development and potential, enable them to gain confidence in their role as a parent positive impact on the children’s learning and to build better family relationships by applying professional expertise and best practice, including offering one to one support as required. |
| 5. | Ensure appropriate standards of safety and security are maintained at all times to safeguard the welfare of the children in line with the Statutory Welfare Requirements. |
| 6. | Support with the delivery of crèches within the Children and Family Centres ensuring that the activities and experiences are of high quality and within correct ratios at all times |

**Scope**

**Day Nursery role:**

* The role will cover work at one of the Day Nurseries, working alongside the nursery team, children and their families providing personal care (including toileting and changing of nappies etc.) to cater for the health and hygiene needs of the children.
* The role holder will be required to develop good relationships with the children in order that they can meet their needs and obtain the best educational, social and personal outcomes from their time at the nursery.
* The role holder will need to communicate and relate to parents in the day to day work of the nursery and also at the parent’s evenings, when they will need to be able to discuss the development of individual children.
* The role holder will have an awareness and understanding of safeguarding and health and safety policies and procedures.
* As part of the whole process of working with the children and their parents, the role holder will encourage parents to become involved in delivering the aims and objectives of the nursery.
* The role holder will communicate to nursery staff any concerns that may require the involvement with SENCO, Speech and Language Therapists, Educational Psychologists, Caseworkers, Development Workers, Qualified Teachers and Other Child Care Providers in supporting the child.

**Children and Family Centre role:**

* The role within the Children and Family Centres is to support with the delivery of Children’s and Family Centre services. This includes supporting and delivering sessions for families to support children’s development at the Children and Family Centres and outreach venues.
* The role holder will support parents in engaging in their child’s learning through positive role modelling and high quality learning experiences.
* The role holder will have an awareness and understanding of safeguarding and health and safety policies and procedures.
* The role holder will signpost families to relevant Children and Family Centre services childcare, education, health, employment support and third sector organisations.
* The role holder will support with the promotion of Children and Family Centre services in the local community.

**Creche worker:**

Children and Family Centres provide crèche facilities in order for families to participate in various adult learning programmes and activities. The crèches will run across different centres throughout the week for approximately 1-2.5 hours. Parents/carers are on site where the crèche is being delivered.

* The role holder will support providing high quality care for children aged 0-5 years (including toileting and changing of nappies etc.) to cater for the health and hygiene needs of the children.
* The role holder will need to support children in leaving their parent/carer often for the first time.
* The role holder will support high quality learning experiences in line with the EYFS framework for all children while in their care.
* The role holder will have an awareness and understanding of safeguarding and health and safety policies and procedures.

**Financial and Resources**

The post holder will not have specific responsibility for budget management.

**Special Factors**

The role will have a positive impact on children and families, particularly those who are deemed to be more vulnerable, through enhanced and quality parental engagement, parenting skills development, health promotion and childcare within designated communities.

**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment application form, interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**  **Technical knowledge and qualifications** | Educated to an NVQ Level 2 (or above) in Early Years and Childcare or equivalent, with some practical experience of working within an early years environment. | **√** |  |  |  | **√** | **AF** |
| Knowledge of Children and Family Centre services | √ |  |  |  | √ | **AF** |
| Understanding of a range of early childhood services available to support parents e.g. childcare, education, health, employment support and third sector organisations. | **√** |  |  |  | **√** | **AF/I** |
| Understanding of child development and childcare practices and procedures with the under 5s to ensure children’s progression | **√** |  |  |  | **√** | **AF/I** |
| **Planning and organising work** | Demonstrate ability to complete given tasks within a timescale and to work independently if required. | √ |  |  |  | √ | **AF/I** |
| **Influencing and interpersonal skills** | Ability to demonstrate empathy and respect confidentiality | √ |  |  |  | √ | **AF/I** |
| Ability to demonstrate effective communication skills both written and verbal. | v |  |  |  | v | **AF/I** |
| Ability to develop appropriate relationships with others to ensure that positive outcomes for children and families are met or exceeded | √ |  |  |  | √ | **AF/I** |
| **Managing risk** | Ability to respond calmly and appropriately to problems and issues arising in the workplace and to report to line managers in a timely manner | √ |  |  |  | √ | **AF/I** |
| Ability to contribute to preparing risk assessments relating to children’s centre activities | √ |  |  |  | √ | **I** |
| Awareness and understanding of safeguarding and health and safety policies and procedures. | √ |  |  |  | √ | **AF/I** |
| **Managing change** | Willingness to work within a team to develop and support change | √ |  |  |  | √ | **AF/I** |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | Ability to work independently following correct procedure and meeting deadlines | √ |  |  |  | √ | **AF/I** |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements, Leading Change, Focus on the Customer, Team Working, Delivering Performance, Motivation, and Managing Resources.**

**CORPORATE SAFEGUARDING STATEMENT – All post holders must be committed to applying and upholding the Council’s Corporate Safeguarding Policy Statement. Specific safeguarding responsibilities should be detailed in this document. This post is subject to safer recruitment processes.**

**Other information e.g.**

* Shift pattern to ensure the nursery is covered Mon – Fri 8.00-6.00pm, Children and Family Centres, 8.30am-4.30pm
* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours

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| Signed Line Manager | Signed Assistant Director |  |
| **Gavin Sandmann, Head of Delivery, Setting and School Services** |  | **1.3.16** |
| Print Line Manager | Print Assistant Director | Date |