

JOB DESCRIPTION

Job Number:	N2038
Service:	Operations Group - Learning and Achievement - Children's Centres and Traded Units
Job Title:	Early Years Play Worker
Reports To:	Volunteer and Community Co-ordinator
Main Purpose of Job: Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.	
<p>As a member of the Children's Centre team, which operates across a District Council are, will work in partnership with staff, parents, carers and their children aged 0-5 years. Adopt a flexible, approach in promoting the development, welfare and potential of all children.</p> <p>Provide a high quality, inclusive, universal service for children under five.</p>	
Main Responsibilities and Duties: What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.	% of Time
1. Working in partnership with parents/carers to encourage and empower them to participate as fully as possible in the care of their children.	Items 1-3 = 70%
2. Plan and facilitate universal services/groups in a Children's Centre/community based setting or through outreach by:- <ul style="list-style-type: none"> a) Providing high quality care and education for under-fives, which includes a wide range of playing and learning activities and opportunities to enable children to achieve their full potential. b) Assisting in the provision of a warm caring environment that enables children and their families to settle easily, which is accessible to all and seeks to integrate children and parents with disabilities, sensitively and positively into the centre, promoting participation in a range of quality activities. c) Liaising closely with senior members of the staff team to ensure services and resources meet the needs of families in the community. d) With guidance, supporting senior staff in discussing and liaising with parents/carers to highlight the needs of their children. e) Creating displays in a Children's Centre or other venue for service 	

<p>delivery.</p> <p>f) Preparing snacks, clearing and cleaning away after group activities.</p> <p>g) Supporting crèche provision for targeted groups.</p> <p>3. Be involved and assist in family support projects in outlying communities, developing community links, support networks and an awareness of local need.</p> <p>4. Assist in the provision of professional courses, as part of the children's centre curriculum, particularly specialising in behaviour support programmes and developing parent self-esteem and life skills with parents and other professionals.</p> <p>5. Assist in the evaluation and evidence of impact of services in order to inform the children's centre planning and review process.</p> <p>6. Assist in the maintenance of adequate standards of cleanliness, hygiene and safety within the centre, following prescribed standards, which include recording and administering basic First Aid.</p> <p>7. Have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using the centre.</p> <p>8. Be aware of and work within the Health and Safety framework, policies, procedures, guidelines and legislation, including fire drills.</p> <p>9. Participate in regular supervision, annual review and staff meetings, as well as community or parent events.</p>	<p>10%</p> <p>10%</p> <p>5%</p> <p>5%</p>
<p>Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</p>	
<p>Deal with families of varying abilities and needs and who on occasions can be distressed and to deal with those situations in an appropriate manner in accordance with guidelines and procedures.</p> <p>Have a knowledge of external resources.</p> <p>Minor cash handling responsibility for items such as activity charges, toy library and minor charges to parents for beverages etc (typically less than £50 per week).</p>	
<p>SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</p>	
<p>The post holder will work within guidelines laid down by the Service Manager - Early Years Services and supervisor to plan and support the delivery of universal services/activities.</p> <p>Ability to work in innovative and creative ways with children and their families and to plan group activities. This may include, creating specific learning aids, research and adaptation to meet cultural needs.</p>	

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Decisions are taken relating to advising families about appropriate services and resources.

The postholder needs to notify the supervisor when equipment needs repair or replacement.

The postholder needs to be aware of when to intervene in children's activities, on grounds of safety or of behaviour.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

The work involves some manual handling of persons and equipment in the centre and in outreach venues. Noise, some outdoor work and client personal hygiene requirements impact on the normal working environment.

Manual handling of play equipment involved in outdoor play with children. Additional lifting and transport of equipment in relation to home visits and to outlying communities.

The postholder may work with a range of client groups, including people with mental health problems and people with physical disabilities, and be asked to work weekends and/or evenings.

The postholder will be required to travel in order to deliver services from a variety of centres and community buildings.

The postholder may occasionally be working on their own (in accordance with SCC's lone working policy).

There may be occasions when the postholder may be flexibly deployed to other parts of the service where their skills in working with families could usefully support service pressures and needs.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

It is a requirement of the job to:-

- build and maintain contacts and relationships with children and their families;
- discuss, under guidance from, or in tandem with, the Family Support Worker, the children's development with parents, carers and other professional staff;
- have frequent/daily contacts with team members and professionals and in other services, both by phone and face to face.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

None.

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

Experience of working with children and families and knowledge of children's needs, supported by ongoing training to meet occupational standards to Level 2/3.

Be literate, numerate, hold a food hygiene certificate, have sound communication and IT skills and to be sensitive to families.

Possession of an appropriate NVQ level 2 qualification.

Understanding of the 2004 Children Act and other relevant legislation.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

November 2013