

CHILDRENS CENTRE | MATERNITY COVER
ROLE SPECIFICATION - EARLY YEARS PRACTITIONER

Start date:	September 2023.
Remuneration:	£11.95 / hour
Contract type & hours of work:	Term Time Only contract until September 2024 (PAYE). 18 hours / week.
Location:	Across Masbro Children's Centre Sites
Annual leave:	26 per year (pro-rata) + bank holidays
Reporting to:	Children's Centre Manager
Benefits:	Staff pension, flexible work arrangements, training, and professional development opportunities.
Equal Opportunities:	<p>Urban Partnership Group (UPG) is committed in its pursuit of excellence in service; to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture; celebrates and values diversity and eliminates unlawful direct and indirect discrimination.</p> <p>Information disclosed on the Equal Opportunities form is strictly confidential.</p>
Closing date:	<p>Application Form and completed Equal Opportunities form must be sent electronically to info@upg.org.uk and arrive no later than Sunday 6 August 2023 at 12:00 AM. CVs are not accepted.</p>
Shortlisted candidates notified:	W/c 7 August 2023.
Interviews:	W/c 14 August 2023 @ the Masbro Centre.
Disclosure and Barring Service (DBS):	This post is subject to an enhanced DBS check.
Contact:	To speak to a member of staff before submitting your application, please email info@upg.org.uk .

About the Urban Partnership Group:

Urban Partnership Group runs community services in Hammersmith and Fulham. The Urban Partnership Group's mission is to improve the health, wealth, and wellbeing of people in Hammersmith and Fulham and surrounding areas and to build community involvement in economic, social, and environmental regeneration.

For more information about our wide-ranging service provision visit www.upg.org.uk.

1. Job Purpose.

- 1.1 To provide a direct service of a supportive and practical nature to children under 5 years and their families who live in the Masbro Children's Centre reach area, focusing on promotion and preventative activities.
- 1.2 Improve outcomes against the Sure Start Core Purpose and Early Years Foundation Stage agenda by working supportively and collaboratively with children and their families in the Masbro locality with a particular focus on hard to reach communities in the catchment area.
- 1.3 To ensure that the Core Purpose of Children's Centre is achieved.
- 1.4 To Support the work of the Children's Centre Team.
- 1.5 Deliver childcare sessions within the Masbro Children's Centre Hub & Spokes.

2. PRINCIPAL DUTIES

- 2.1 Work in partnership with the Children's Centre Early Years and Curriculum Manager to ascertain the development requirements of the provision.
- 2.2 Work with the Children's Centre Early Years and Curriculum Manager in providing day to day support inside and outside the centre with a range of co-ordination tasks.
- 2.3 Provide practical and face to face support with the activities in the centre, as required.
- 2.4 Help plan the activities within the EYFS profile to provide an imaginative, creative and varied programme of play and learning activities covering all aspects of child development.
- 2.5 Take on the PICWIP (person in charge who is present) if required role at these sessions.
- 2.6 Undertake risk assessments for sessions if required.

- 2.7 To keep formal records (with colleagues) relating to the sessions, including; attendance register, accident forms, incident records, health and safety checks, evaluations, etc (ensuring that your line manager is made aware of any incidences).
- 2.8 To ensure that the parent/carer has completed all the relevant information needed.
- 2.9 To ensure that the parent/carer has had explained and has access to all the relevant policies and procedures for the Children's Centre/nursery.
- 2.10 To take on the responsibility of a named key person (if required) to a child/ren within the session.
- 2.11 To settle in the child/children within the session. To give time at the beginning and end of the session any concerns or queries that the parent may have and inform them of the child's progress.
- 2.12 To administer appropriate basic first aid and emergency treatment to children when required, reporting and recording actions appropriately.
- 2.13 Provide parents, carers and 'expecting' parents with clear information about opportunities at the centre and other appropriate services, detailing how to access them in a communication style which meets their needs.
- 2.14 To offer help and support to parents/carers and work with the management team in identifying and developing training needs for both parents/carers and staff.
- 2.15 To support and develop good practice and equalities policies throughout the staff team, including sessional staff, student placements and volunteers.
- 2.16 To ensure that the provision responds appropriately to issues around the 'Core Purpose' agenda, safeguarding children from harm, health and safety and other statutory requirements as laid down in the Children Act concerning the care and supervision of children.
- 2.17 To undertake basic financial and administrative tasks in accordance with the day-to-day running of the provision.
- 2.18 To attend meetings as required, contributing to the development of the Children's Centre staff team.
- 2.19 To encourage and support the use of the facilities by self-help groups. To support and encourage the involvement of volunteers and parent/carers in the use of the centres facilities.

- 2.20 To undertake any other duties as instructed by the Children's Centre Early Years Curriculum Manager or senior staff contributing to the aims and objectives of the Children's Centre.

Additional Duties:

Tasks and responsibilities are varied within the Masbro Centre programme. All staff are expected to work in a flexible way when the occasion arises so those tasks, which are not specifically covered in their job description are undertaken. These additional duties will normally be compatible with the regular type of work. If additional responsibilities or tasks become a regular or frequent part of the staff member's job it will be included in the job description in consultation with the member of staff.

Disclosure & Barring Service

Please be aware that the successful candidate will be required to take a Disclosure & Barring Service [DBS] check. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.

3. SELECTION CRITERIA

Please address your answer directly to each of the selection criteria below, one by one. This enables the panel to assess your ability to meet each criteria.

- 3.1 Hold (or be studying towards) a relevant professional qualification in childcare or equivalent of at least C&YPWD 3 or above.
- 3.2 To hold a recognised parenting qualification is an advantage.
- 3.3 Demonstrate an understanding of the Sure Start Core Purpose agenda and the development of Children Centres in the community.
- 3.4 Demonstrate an understanding of the needs of pre-school children, their families or carers and key issues relating to parenting.
- 3.5 An in-depth knowledge and understanding of the EYFS and how to put the principals into practice is essential.
- 3.6 The ability to carry out assessments and in conjunction with other Early Years team to plan, implement and review work.
- 3.7 Good IT skills.
- 3.8 The ability to plan, co-ordinate, implement and facilitate group work sessions with children and families. To hold a current first aid certificate is an advantage.
- 3.9 Ability to work directly with parents, carers and children with particular reference to hard to reach communities. Ability to communicate in languages other than English is an advantage.
- 3.10 Demonstrate the ability to work with other professionals and agencies, health professionals and schools to make arrangements on behalf of users of the service.
- 3.11 The ability to work autonomously and as a member of a team and to liaise with other professionals.
- 3.12 Ability to work flexibly and work early evenings and occasional weekend work when required.
- 3.13 The ability to maintain appropriate records and demonstrate an understanding of why it is important to do so. An understanding of quality assurance procedures is an advantage.
- 3.14 A commitment to the relevant equal opportunities policies and understanding of diversity issues and their impact on service delivery.