

Northumberland County Council

JOB DESCRIPTION

Post Title: Early Years Practitioner	Director/Service/Sector: Children's Services		Office Use
Band: 4	Workplace:		JE ref: 341 HRMS ref:
Responsible to: Children's Centre Coordinator	Date:	Manager Level:	
Job Purpose: To provide a play service, working directly with children and their families to offer high quality play experiences in the Children's Centre and on an outreach basis.			
Resources	Staff		
	Finance		
	Physical		
	Clients		
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To provide a high quality play service to groups e.g. toddler groups, stay and play sessions, outreach services and creche provision. 2. To provide a play service for isolated rural communities working on the principle of taking services to families as needed. 3. To undertake one to one home visits to individual children and their families as required on a referral basis to support their development, for example support to the Speech and Language Therapists. 4. To plan and prepare play opportunities that reflect the EYFS framework. 5. The ability to design and implement a creative and innovative play environment through the use of a range of resources, both indoors and outdoors, to meet the needs of children and their families. 6. Preparing and creating wall displays of children's work to celebrate their achievements and learning. 7. To work collaboratively with local families to develop understanding about how children play. 8. To plan and deliver a programme of play activities during school holidays 9. To clean and maintain play equipment. 10. To work closely with local families and Children's Centre staff to ensure services meet the needs of families. 11. To drive and operate an appropriate vehicle fitted out as a Play Van and to carry out routine checks before and after use on the vehicle. 12. To work in partnership with other members of the Children's Centre team and other agencies in order to build and develop the service. 			

13. To monitor and evaluate the impact of the service on families using a range of participative techniques.
14. To maintain health and safety standards in line with good practice and Northumberland County Councils own in-house policies including carrying out daily risk assessments.
15. Participate in the identification of personal training and development needs and to make full use of training and development opportunities.
16. At all times to carry out duties in accordance with the Council's and Children's Centre's Equal Opportunities Policy and within the spirit of Anti-Discriminatory practices.
17. Such other duties commensurate with the grade, nature and level of the post as may be required by the Children's Centre Co-ordinator.

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: Working patterns: Working conditions:	
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**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Early Years Practitioner	Director/Service/Sector: Children's Services	Ref: 341
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Level 3 qualification in Early Years e.g. NNEB, B/Tech/ NVQ Level 3 OR similar. ● A commitment to undertake further training. 	<ul style="list-style-type: none"> ● Relevant Playwork qualification ● 1st Aid ● Safeguarding children ● Relevant speech and language qualification 	
Experience		
<ul style="list-style-type: none"> ● Experience of working with pre-school 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 and children, and other agencies 	<ul style="list-style-type: none"> ● Experience of a variety of early years settings. ● Experience of undertaking developmental work. ● Experience of supporting individual children and their families. 	
Skills and competencies		
<ul style="list-style-type: none"> ● Knowledge and understanding of current childcare practice and child development ● Knowledge and understanding of how children play and learn. ● A creative and innovative approach to play. ● Knowledge and understanding of child protection issues. ● Excellent interpersonal and communication skills (verbal and written). ● 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 keep simple records. 		
Physical, mental and emotional demands		
Motivation <ul style="list-style-type: none"> ● Commitment to the vision and principles of Children's Centres Physical <ul style="list-style-type: none"> ● Physically capable of discharging the full duties of the post. 	<ul style="list-style-type: none"> ● Not Applicable. ● Not Applicable. 	
Other		
<ul style="list-style-type: none"> ● A full clean Driving Licence. ● Commitment to and ability to work in partnership with parents, carers and children. ● Have a flexible approach to work. ● Commitment to all aspects of equal opportunities including commitment to anti-discriminatory practice. 	<ul style="list-style-type: none"> ● Not Applicable. 	

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| <ul style="list-style-type: none">• Able to work outside normal working hours• Able to work from alternative bases when required | | |
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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