Northumberland County Council
JOB DESCRIPTION

Post Title: **Early Years Worker**	**Director/Service/Sector** Health and Wellbeing Children's Services 0-19		**Office Use**
Band: **3**	**Workplace:** North Locality Children's centres (Berwick, Alnwick & Hadston)		**JE ref: 3644** **HRMS ref:**
Responsible to: Daycare Officer	**Date:** November 2019	**Manager Lever:**	

Job Purpose:
To provide high quality care and play / early learning opportunities to all children attending Cubs & Kits daycare provision and also any creche provision running in any of our centres across the North Locality.
To ensure that the daycare and creche environments are safe, stimulating and welcoming to children and parents/ carers.

Resources	Staff	N/A
	Finance	N/A
	Physical	N/A
	Clients	Parents/carers using the facilities at the centres and relevant professionals from partner agencies

Duties and key result areas:

1. To provide care and early learning experiences according to children's individual needs and stage of development and linked to the Early Years Foundation Stage practice guidance.
2. To participate in a key worker system for children, providing consistency in facilitating children's physical, emotional, intellectual and social development and in tracking children's progress over time.
3. To work in partnership with parents/carers, sharing information about children's progress and encouraging parents/carers involvement in the provision and other Sure Start children's centre activities.
4. To observe and assess and plan for all children's individual needs, identifying which children may need increased support and deciding what actions are needed to support them using the Northumberland Early Years Inclusion Toolkit or an Early Help Assessment.
5. To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life using online technology such as Tapestry
6. To respond to children's behaviour in a way which promotes their welfare and development.
7. Ensure that the physical needs of children are met and to contribute to the development and use of imaginative and creative approaches to play/early learning, both indoors and out
8. To maintain high standards of hygiene and cleanliness in the daycare provision.
9. To advise manager/deputy of any concerns, e.g. regarding children, parents, the safety of the environment, preserving confidentiality as necessary.

10. To be involved in out of working hours activities, e.g. training, staff meetings, Summer/ Xmas activities etc

11. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

12. To observe all policies, procedures and standards relevant to the Cubs & Kits daycare

13. To work as part of the child care team, supporting other staff/colleagues, sharing in and contributing to the ongoing development of the service.

14. To undertake continuing professional development that is supportive of the post.

15. To work collaboratively and flexibly with other parts of the Sure Start Children's Centre programme, including work delivered from other centres where necessary.

16. Assist in the day-to-day supervision of students, trainees and volunteers as requested by the Day Care Officer, and participate in their assessment as required.

17. At all times to carry out duties in accordance with Northumberland County Councils and Sure Start Children's Centres Equal Opportunities Policy and in the spirit of anti-discriminatory practice.

18. To undertake any other duties and responsibilities as required, commensurate with the grade of the post.

. .

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:	Travel between centres may be required from time to time.
Working patterns:	Participation in a flexible shift system and working across a number of child care services in the locality is required.
Working conditions:	The post entails direct work with children aged 0-5 years in a child care setting, including significant periods outside through involvement with children's outdoor play.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Early Years Worker	**Director/Service/Sector:** Health and Wellbeing Children's Services 0-19	**Ref**:
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Early Years Qualification: e.g. NNEB, B/TEC Diploma in Nursery Nursing, NVQ level 3 in Childcare and Education or equivalent. Maths and English . Training in Early Years Foundations Stage Framework and Practice		
Experience		
At least 1 years post qualifying experience of working in a setting Experience of working with children under 5 in an early years setting. Experience of working in partnership with parents/carers and children	Experience of working with children with disabilities. Experience of working in a child-centred community based project. Experience working with children under 2 years.	
Skills and competencies		
Sound understanding of child development and children's needs. Ability to communicate effectively with young children, their parents/carers and colleagues Knowledge of relevant policies, procedures and standards Ability to work with parents/carers supportively and non judgmentally, positively encouraging their involvement in the nursery/wider Sure Start Children's Centre programme. Ability to plan and deliver a range of play activities to young children. Ability to communicate effectively with young children, their parents/carers and with colleagues. Ability to record information accurately and appropriately. Ability to work flexibly as part of a team in a developing environment. Willingness to undertake further training and development in early years practice. Willingness to work in an anti-discriminatory way in accordance with Sure Start Children's Centre principles.	.	
Physical, mental and emotional demands		
Able to meet the physical requirements of the post in terms of working with		

Commented [1]: +michelle.fish@northumberland.gov.uk does that sound ok?
Assigned to Michelle Fish

children 0-5 Able to work flexibly in terms of shift pattern, service delivery and base;		
Other		
Full clean driver's license and access to own vehicle Able to meet travel requirements of the post Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in.		

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