



Job Description

Title: Early Years Practitioner	Department Children and Families	Post Ref Add Ref Grade 3
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Job Purpose:

To deliver a range of evidence-based interventions with children to ensure they are ready for school, achieve their developmental milestones and achieve positive health and wellbeing outcomes.

To ensure families with preschool children at risk of poor outcomes receive appropriate early help services within the home and community.

Key Responsibilities

1. To work in Children's Centre premises, community venues and on an outreach basis in family homes, delivering interventions and targets set down in the service and team delivery plan linked to early years play and learning outcomes.
2. To plan, deliver, and maintain safe, stimulating play and learning opportunities, in line with the Early Years Foundation Stage, through the delivery of high-quality evidence-based school readiness programmes, for children 0-4 years, ensuring the needs of individual children, including those at risk of developmental delay, are met.
3. To actively engage expectant parents and prioritise children under the age of 3 following evidence and guidance requiring earlier engagement with the most disadvantaged families.
4. To deliver outreach and centre based home learning initiatives and evidence-based interventions/programmes to address speech, language and communication needs.
5. To facilitate crèche provision to enable parents to access training and parenting programmes.
6. To take responsibility for a group of children, recognising individual personal care, dietary and cultural needs, directing the work of others if required.

Key Accountabilities

1. To deliver services within the Service's scheme of delegation for safeguarding children and Nottinghamshire's Safeguarding Children Partnership policies.
2. To ensure that personal practice is in line with operational procedures and guidance.
3. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support
4. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder's field of work.
5. To participate in locality team meetings for Children's Workers.
6. To produce short reports and case studies to better understand the needs and experiences of families and evidence progress to improve a range of outcomes.
7. To attend and participate in multi-agency meetings such as Team Around the Child meetings, case conferences, reviews, planning meetings and other fora where appropriate.
8. To maintain confidentiality and have due regard to the policies and procedures, including policies relating to Equality, inclusion and diversity, Data protection, Information Sharing, Safeguarding and Health and Safety including following procedures for lone working.

<ol style="list-style-type: none"> 7. To plan and complete structured assessments of children, in line with service guidance, ensuring that the progress of children's development is tracked before, during and following interventions using agreed processes. 8. To work in partnership with parents/carers, in recognition of their unique role as their child's prime educator, enabling parents to develop skills and confidence to encourage their child and support families in the transition to school. 9. To contribute towards ongoing evaluation of interventions and programmes, maximising the involvement and participation of children and parents/carers in the evaluation process. 10. To engage with hard to reach families and children most at risk of not achieving their developmental milestones, through relevant programmes within the Menu of Interventions and specific local projects for key cohorts (e.g. children with English as an Additional Language) thereby contributing to reducing inequalities. 11. To ensure inclusive practice, providing support and interventions for children with emerging special educational needs; working with specialist services to support children with diagnosed special educational needs or disabilities. 12. Work with targeted early years settings to support the development of children most at risk of developmental delay. 13. Establish and maintain appropriate professional boundaries with children and families/carers. 14. Maintain record keeping and monitoring systems as directed by the Early Years Senior Practitioner and contribute to reports as required. 15. To communicate effectively with allocated lead professionals from the Children's Centre Service and other external partners. 	<ol style="list-style-type: none"> 9. Adhere to the Children's Centre information sharing policy and be compliant with GDPR processes to ensure that children's and families' needs are met by the centre and by partner organisations. 10. Undertake any necessary administrative duties.
<p>Other Duties; - Any other tasks which might reasonably fall within the remit of the post, although not specifically described in this job description</p>	

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Level 3 NVQ Childcare qualification. 2. To hold 5 GCSEs at level A*-C (including English) or equivalent and proven ability within a previous work setting. 3. Working knowledge of the Early Years Foundation Stage Curriculum. 4. To have a good understanding of child development. 5. Knowledge of evidence-based school readiness interventions. 6. Knowledge of effective home learning strategies. 7. Evidence of continuous professional development. 8. Full driving licence (unless registered disabled). 	Personal skills and general competencies <ol style="list-style-type: none"> 13. Ability to safeguard children and vulnerable adults and promote the welfare of children. 14. Takes an active role in managing risk, and health and safety including lone working. 15. A high level of personal drive and commitment to excellent customer care. 16. Strong interpersonal skills with a range of people including children, and parents/carers, colleagues and other agencies. 17. Ability to meet agreed objectives and delivery targets by the effective use of resources. 18. Information technology skills including use of databases, emails and word processing. 19. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards. 20. Ability to work as part of a team.
Experience <ol style="list-style-type: none"> 7. A minimum of two years' experience of working with babies and young children. 8. Experience of assessing children's level of development and delivering effective interventions, working in partnership with parents to improve outcomes. 9. Experience of working with children at risk of developmental delay and those with emerging Special Educational Needs and Disabilities. 10. Experience of delivering interventions to support speech, language and communication needs. 11. Experience of working within a multiagency team. 	
Role Dimensions <ol style="list-style-type: none"> 1. Managing an allocated workload on a day-to-day basis and delivering services in line with practice guidance 2. Willingness to work flexibly, including occasional evenings and weekends 3. To work in a variety of settings including dedicated Children's Centre properties, community venues and family residences. 4. To report to the Children's Centre Early Years Senior Practitioner. 	

