



## Abbey Community Centre

**Post:** Early Years Worker

**Reports to:** Children's Services Coordinator, Centre Operations Manager, Centre Director, Board of Trustees

**Budget responsibilities:** None

### **Aims and Objectives of post:**

To provide a range of high quality integrated childcare services for children aged 0-5 years, which will foster and nurture their physical, social, emotional and intellectual development. This will be done within a child-centred ethos in partnership with parents/carers and other key organisations. Our services will operate within the guidelines of the Children Act 1989 and the requirements for the Childcare Register determined by OFSTED. The successful candidate must be able to work for 2 weeks during the Summer holiday.

### **Specific Responsibilities of the Post:**

1. To support and enable the learning and development of children under 5, particularly those under 3 through a structured programme of activities within a safe and stimulating environment.
2. To develop and sustain good relationships with families and to ensure ongoing engagement through working in partnership with parents & carers, individually and in groups, and demonstrate a welcoming and supportive attitude.
3. To nurture and foster the physical, social, emotional and intellectual development of the children; especially those with special educational needs or living with a disability.
4. To ensure the Early Learning Goals as set out in the Early Year Foundation Stage (EYFS), Framework are achieved for all children.
5. To provide a comfortable, safe, stimulating and welcoming environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and children's gender.
6. To work in partnership with parents & carers, individually and in groups, and demonstrate a welcoming and supportive attitude
7. Ensure children are supervised and safe at all times.
8. To understand and work within the centre's equal opportunity policy and participate in a multi cultural play provision, promote a positive identity and welcome all who use the Drop-In.

9. To complete and have a sound understanding of safeguarding children training and to be able to implement this within all services.
10. To be punctual, responsible and able to safely set up, clear away and maintain equipment for activities.
11. Willingness to help fundraise for new equipment as required.
12. Monitoring and evaluation of the service and children's development. This will include records, statistics, observations and contributing to reports as necessary, in consultation with the Children's Services Coordinator.
13. Work within the Centre's general and children's service's policies and procedures, the Children's Act 2009, the Early Years Foundation Stage Framework and Ofsted requirements.
14. To attend planning and review meetings as required.
15. To attend relevant training, including Safeguarding Children as and when required.
16. To carry out any other duties that may arise through being a member of the community centre staff.

**General Duties and Responsibilities:**

1. To work as a fully integrated staff member of the community centre with special responsibility for children's services. Flexible, able and willing to tackle a variety of work situations.
2. To be an active member of a multi-disciplinary team working in partnership with colleagues and offering support as necessary.
3. To keep up to date with current thinking and practices by attending courses, training sessions, and workshops to promote good practice.
4. To be familiar with, and abide by, the Centre's policies and procedures, including health & safety, fire and emergency procedures.
5. To promote the Centre's Equal Opportunities Policies.
6. To undertake other duties as required by the Centre, within the scope of the post.
7. To ensure and maintain high levels of confidentiality at all times.

**Person Specification:****Qualifications:**

1. NVQ3 or equivalent qualification in Childcare (e.g. NNEB, CACHE Diploma)
2. At least 1 years' experience of working with young children under 5, particularly those under

**Knowledge and Understanding of:**

1. The Early Years Foundation Stage (EYFS), Framework and its application.
2. All aspects of children's learning and development.
3. The current developments and legislation related to the Early Years Foundation Stage Framework (EYFS).
4. The Special Needs Code of Practice and experience of successfully implementing it in Early Years settings.
5. The needs of children and families, particularly those from a disadvantaged background and/or from ethnic minorities and experience of implementing a programme of support.
6. Safeguarding Children Procedures and current legislation.
7. The importance of dealing with sensitive issues in an appropriate manner, maintaining high levels of confidentiality and adhering to data protection.

**Skills and Experiences in:**

1. Developing the physical, social, emotional and intellectual needs of children aged 0-5.
2. Working as part of a multi-disciplinary team.
2. Managing own workload, support and advise volunteers.
3. Dealing sensitively with difficult situations, maintaining confidentiality and working in line with data protection.
4. Collecting data for monitoring, evaluation and quality assurance across the service.
5. Relating well with children, staff, parents/carers, and other agencies building a strong working relationship.
6. Implementing Safeguarding Children Procedures, evidence of the ability to use this in practice.

7. The ability to communicate clearly both orally and in writing with a wide range of people.
8. Competent IT skills for monitoring, promotion, administration and development of the Early Years Childcare Services.
9. The ability to work under pressure.

**Commitment:**

1. A commitment to and an understanding of equal opportunities and the ability to promote cultural diversity throughout the service.
2. Understanding of health & safety in the workplace and how to implement it.
3. A commitment to personal development and training.