

1. **Job title:** Children's Centre Practitioner
2. **Reports to:** Team Leader (Universal Services)
3. **Service name:** Children & Family Services
4. **Location:** Each postholder will be assigned to an ECP Children's Centre location in Bedfordshire and will work across other Centres as necessary.

5. **Job purpose:**

The Early Childhood Partnership's vision is "to give all children and young people firm foundations in life ... with the earliest and best support that can be offered through their lifetime." ECP has adopted a 'continuum of support' approach to services for children under 5 and their families, beginning pre-birth.

ECP is a subsidiary of One YMCA, and is a consortium of Three children and families charities: One YMCA, Faces Bedford and Peter Pan Teaching Schools Alliance.

Children's Centres are places where children under 5 years old and their families can receive seamless integrated services and information. It is also where they can access help from a range of multi-disciplinary teams of professionals. The postholder will work in assigned Children's Centre(s) providing support to the Team Leader (Universal Services) in the delivery of a high quality service.

The primary focus of the Children's Centre Practitioner role is to support the Children's Centre Team Leader in work with parents, carers, families and children that reflect the vision of the Children's Centre and support the engagement of parents in the development and learning of their children. The post holder will work alone at times, for which a Lone working policy will apply.

The key elements of the post are to:

- a) Support the Children's Centre Team Leader in planning and ensuring the smooth delivery of services to local families with children under 5 years of age.
- b) Promote the engagement of parents in their children's development and learning and contribute to the effective and efficient delivery of information, advice and support to parents in order to improve outcomes for vulnerable children under five and their families.
- c) Work towards and achieve the agreed Key Performance Indicators and performance objectives and ensure a high level of service is provided at all times

6. **Main duties:**

The post holder's main duties will include:

Service delivery activities:

- a) Identify, develop, plan and deliver sessions and activities, linked to EYFS learning outcomes and that encourage the engagement of parents in promoting their children's learning, development and well-being. Encourage parents to take learning from sessions into the home environment.
- b) Undertaking observations and reflections of sessions together with writing up group learning journals

- c) Encourage effective parent participation in the planning and provision of support and information to parents.
- d) Support parents/carers and children in accessing the whole range of Children's Centre services to meet their needs
- e) Ensure that families/carers/volunteers and children are welcomed into the Children's Centre and involved in activities, sessions etc.
- f) Help in the daily running of the centre, bookings and usage monitoring.
- g) Liaise with other Children's Centre staff and professionals, ensuring effective working relationships are maintained
- h) Deal with enquiries and provide appropriate information including signposting to other agencies.
- i) Respond to the specific needs of children and families, within the community, linking with other professionals such as Health Visitors, Social Workers and Early Years practitioners to identify and support vulnerable families
- j) Work with colleagues in identifying the needs of the local community with particular emphasis on the needs of the most vulnerable groups
- k) Act as a representative of the Centre at multi-agency professional meetings as delegated
- l) Keep abreast of childcare legislation and developments

#### Administration and record keeping

- a) Ensure the Children's Centre has up-to-date information, resources and advice available to parents in an accessible format and ensure that local information points are regularly updated in the community
- b) Maintain accurate records and collect information and evidence of impact on children and families and parent participation and satisfaction with the service in order to monitor take-up and evaluate reach and effectiveness.
- c) Assist with the monitoring and assessment of the Children's Centre services and contribute to annual and quarterly reports as appropriate

#### Working relationships

- a) Ensure every individual who comes into contact is treated with dignity and respect
- b) Build effective professional relationships with families, professionals and visitors on behalf of the Team Leader (Universal Services)
- c) Liaise with colleagues at all levels within the ECP consortium as required to support the smooth running of the service
- d) Work collaboratively with colleagues as required on cross team projects

#### Health & Safety and Safeguarding:

- a) Set up and clearing away of sessions.
- b) Work as part of a team to ensure the building and all equipment indoors and out is in a safe and clean condition ensuring all faults are reported through the appropriate channels.
- c) Be aware of and comply with policies and procedures relating to Safeguarding; Health and Safety; Confidentiality and Data Protection and report all concerns to the appropriate person.
- d) Follow relevant lone working and risk assessment guidelines
- e) The role will involve working with very young children in a variety of settings may require clearing up blood and other bodily fluids.

#### General:

- a) Participate in meetings and team development activities as appropriate – may be required to travel to attend meetings or to oversee sessions.

- b) Achieving performance objectives set by the Team Leader and standards as defined by the Children's Centre Delivery Lead
- c) Maintain strict confidentiality at all times and follow ECP's guidelines regarding confidentiality of personal information of any members or users of the facility
- d) Ensure ECP policies and procedures are adhered to at all times

**7. Scope and accountability:**

Activities: As set out above  
 Staff: No  
 Stakeholders: Yes - Service users, consortium colleagues, referral agencies  
 Budgets: No  
 Assets: No

**8. Key working relationships:**

Internal: a) Colleagues and other ECP consortium staff  
 b) Service users  
 External: a) Local partners, other organisations and agencies as required

**9. Key competencies**

- a) Meeting customer needs and being able to continually improve our services to make sure customers and stakeholders receive an excellent services,
- b) Behaving ethically and professionally with role and taking steps to learn and develop over the course of employment and achieving high levels of performance in self and others,
- c) Making sure that ECP delivers its priorities, manages relationships and risks as well as using resources appropriately to deliver success,
- d) Working effectively with others, opening and collaboratively, valuing their differences and creating a working environment which helps achieve goals.

**10. Limits of authority:**

The post holder will:  
 a) Comply with the health & safety policy and associated procedures

**11. Resources managed:**

None

**12. General:**

The responsibilities contained within this job description are indicative, but not exhaustive. As the role develops, the requirements of the post may change. Therefore, the post is subject to review in discussion with the post holder.

The post holder may be required to undertake other duties from time to time as ECP may reasonably require which are commensurate with the grade of the post.

The post holder shall comply with ECP's policies and procedures and ensure that appropriate actions and reporting protocols are followed at all times.

The post holder shall attend regular staff or other related meetings.

An Enhanced Disclosure is required for this position.

**13. Approval:** September 2016

## PERSON SPECIFICATION

| <b>KNOWLEDGE, QUALIFICATIONS &amp; EXPERIENCE</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Level 3 qualification in children and young people or early years  | √                |                  |
| Knowledge of the development needs of children from birth to 5 yrs and the importance of empowering parents to support their child's learning and development. | √                |                  |
| Experience of working within a childcare, family support or Children's Centre setting  | √                |                  |
| Good working knowledge and understanding of current childcare legislation, national standards and frameworks   | √                |                  |
| Understanding of the importance of confidentiality   | √                |                  |
| Understanding of the issues faced by diverse communities and barriers to inclusion   | √                |                  |
| Good understanding of safeguarding procedures (in relation to Child Protection) and Safeguarding Certificate   | √                |                  |
| Awareness of the roles and responsibilities of other agencies and professionals working with all children and families   | √                |                  |
| Experience of multi-agency working essential, experience of working in a children's centre setting   |                  | √                |
| Experience of developing positive working relationships with a range of service users  | √                |                  |
| Paediatric First Aid Certificate or willingness to undertake training  | √                |                  |
| Good level of applied literacy and numeracy  | √                |                  |
| Computer literate, working knowledge of Microsoft Office, and ability to learn new skills  | √                |                  |
| <b>ABILITY, SKILLS &amp; COMPETENCES</b>   | <b>Essential</b> | <b>Desirable</b> |
| Good organisational and planning skills, able to prioritise work to time   | √                |                  |
| Able to work on own initiative when required   | √                |                  |
| Strong interpersonal skills, in particular ability to relate to children and parents of the under 5's and with representatives from other agencies             | √                |                  |
| Able to plan age appropriate creative play activities  | √                |                  |
| Able to work in partnership with families and partner agencies and to share the Children's Centre vision   | √                |                  |
| Team player with ability to work with constructively with change   | √                |                  |
| Non-judgemental and understanding of the diverse needs of children and families  | √                |                  |
| Able to work effectively with others openly and collaboratively and value their differences.   | √                |                  |
| <b>PERSONAL QUALITIES</b>  | <b>Essential</b> | <b>Desirable</b> |
| Able to maintain complete discretion in the handling of confidential information   | √                |                  |
| Commitment to own professional development and willingness to undertake learning and development appropriate to the role                                       | √                |                  |
| Commitment to valuing equality and diversity and understanding of how this applies to own area of work   | √                |                  |
| Able to respect the Christian ethos of the YMCA and uphold its values  | √                |                  |
| Willingness to adjust working hours to meet operational needs, this may involve some evening and weekend working   | √                |                  |
| Full driving licence and able to travel within the community   | √                |                  |
|  |                  |                  |