

# Early Years Assistant



## Job Description



<b>Job title:</b>	<b>Early Years Assistant</b>
<b>Reporting to:</b>	Berin Centre Director
<b>Working directly with:</b>	Family Services Coordinator, Early Years Practitioner, Volunteers
<b>Working in partnership with:</b>	Health Visitors, Midwives, OXPIP, Growing Minds partners, Church, and other local organisations
<b>Hours of Work:</b>	14 hours per week
<b>Location:</b>	Based in The Berin Centre, Berinsfield. Occasional travel out of Berinsfield may be required for training and group trips.
<b>Salary and benefits:</b>	£20,441 per annum FTE (£7,631 actual). Holiday entitlement of 25 days per annum plus bank holidays, pro rata for part time staff, and a pension scheme.
<b>Contract</b>	This post is fixed term and funded for one year, with the possibility that it may be extended subject to further funding being secured.

### About The Berin Centre

The Berin Centre is a well-established hub within the Berinsfield community, providing family and community services to the local area, including child and family activities and support, a Community Larder, and hireable space for complementary services. Each week we provide between 8-10 groups and activities for families with children under 5, along with a host of wrap around support and services.

### Role summary

We have a small but impactful family services team at present, but are looking to grow this team with the addition of an Early Years Assistant who can work closely with the Family Services Coordinator and Early Years Practitioner to support the delivery of our exciting groups! With increasing demand for tailored 1-1 family support and our expanding Growing Minds school readiness project, we've recognised the need to boost our capacity in the groups with this newly created role. You will therefore play a vital part in planning sessions, preparing activities, and facilitating groups: providing fun and engaging play experiences for children. and support and a warm welcome to parents and carers.

We're committed to building a team that is diverse and inclusive and therefore actively welcome applications from marginalised groups including people of colour, trans and non-binary people, and people with disabilities. The Berin Centre is committed to opportunities to grow and develop, so even if you don't have *everything* we're looking for but are motivated to learn, we still want to hear from you!

## **Key tasks and responsibilities:**

### **1. Service planning and delivery**

- Support the Family Services Coordinator and Early Years Practitioner to plan and deliver The Berin Centre's groups and activities, including but not limited to:
  - Stay and Play
  - Growing Minds groups
  - Themed Thursday
  - Music and Movement
- Contribute to the ongoing development of The Berin Centre's services, sharing ideas and proactively identifying emerging needs
- Assist in setting up activities and play spaces, providing engaging activities that support children's development, under the guidance of the Family Services team
- Incorporate a diverse range of activities and experiences for children and families, for example creativity, nature, culture, music and story-telling
- Build and maintain positive, professional relationships with all families, partners and visitors by being warm, understanding, and helpful
- Support the promotion of our groups, services and activities
- Provide occasional cover in groups when the Family Services Coordinator and Early Years Practitioner are unavailable

### **2. Reporting, Monitoring and Evaluation**

- Contribute to our monitoring and reporting processes, assisting in tasks such as completing our Engagement Tracker or administering feedback forms to parents

### **3. Personal responsibilities**

- Ensure high quality family support services at all times
- Actively participate in supervision and reflective practice
- Demonstrate ongoing commitment to continuing personal and professional development, attending relevant training as required
- Demonstrate ongoing commitment to safeguarding, escalating any safeguarding concerns to the Designated Safeguarding Lead in a timely manner
- Adhere to The Berin Centre policies and procedures at all times
- Ensure that the Director is kept informed of all accidents, incidents, complaints and concerns, and support agreed actions as appropriate

### **4. Responsibilities of all Berin Centre staff**

- Ensure that The Berin Centre is a welcoming, inclusive and nurturing environment for all
- Support the day-to-day running of The Berin Centre as needed
- Support the culture of continuous improvement and user involvement; actively seeking opportunities to improve our services and to involve stakeholders in doing so
- Behave professionally at all times and positively promote The Berin Centre in all interactions
- Be accountable for own actions and practice, attending meetings, supervision, and development opportunities to ensure service excellence
- Manage individual workload and plan time effectively

**Note:** The post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description is subject to changes to meet the needs of the organisation, following discussion with the post holder.

The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced criminal records check by the Disclosure and Barring Service.

### Person Specification

<b>Qualifications</b>	
Relevant qualification (Level 2 or above) in playwork / child development / childcare / early childhood studies (achieved or in progress)	Desirable
<b>Knowledge and understanding</b>	
Child development, play theory and current best practice	Essential
Safeguarding practice, health and safety	Desirable
Equality, inclusion, accessibility, and the rights of the child	Desirable
Needs of children with disabilities or additional needs in the early years	Desirable
Knowledge of, or connection to, the Berinsfield area	Desirable
Early Years Foundation Stage	Desirable
<b>Experience</b>	
Working with children in a playwork setting	Essential
Planning and delivering creative, imaginative and engaging programmes of activities for children and families	Desirable
<b>Skills &amp; abilities</b>	
Able to maintain high levels of energy, enabling you to move around the space monitoring and interacting with children in a busy environment	Essential
Practical/creative playwork skills (eg: gardening, crafts etc)	Essential
Excellent communication skills and ability to build positive relationships with a diverse range of young children and families	Essential
Fluent in spoken English	Essential
Able to work well as part of a small team, valuing others' strengths and skills, and contributing well	Essential
IT literate	Desirable
<b>Values</b>	
Passionate and committed to supporting children, families and communities	Essential
Commitment to equality of opportunity and anti-discriminatory practice	Essential
A commitment to the Rights of the Child, and to champion children's agency and right to expression and choice	Essential
Alignment with the Berin Centre ethos and approach	Essential
<b>Circumstances</b>	
Willing to attend professional training	Essential
Able to work flexible hours as required, including evenings, weekends and school holidays	Desirable