



# Early Years Practitioner Job Description



<b>Job title:</b>	<b>Early Years Practitioner</b>
<b>Reporting to:</b>	Centre Manager
<b>Working directly with:</b>	Family Services Coordinator, Community Outreach Worker, Volunteers
<b>Working in partnership with:</b>	Health Visitors; Midwives; Soha Housing, Church, Berinsfield Information & Volunteer Centre and other local organisations
<b>Hours of Work:</b>	0.8 fte - 30 hours/week
<b>Location:</b>	Based in The Berin Centre, Berinsfield. Occasional travel out of Berinsfield may be required for training and networking.
<b>Salary and benefits:</b>	£21,748 per annum full time equivalent, pro rata. Holiday entitlement of 25 days per annum pro rata plus bank holidays, and a pension scheme.
<b>Contract</b>	Permanent

## Role summary

The Early Years Practitioner is a critical role at The Berin Centre, ensuring children have access to inclusive, safe and exciting play opportunities!

You will be responsible for the provision of creative and age-appropriate play opportunities, predominantly for ages 0-5, ensuring a safe and caring environment for all children and families within Berinsfield and the surrounding areas. Your time will be spent planning and coordinating sessions and activities alongside the Family Services Coordinator and working directly with children. You'll work in partnership with parents and carers, and relevant partner agencies, to achieve the best outcomes for families and children. You'll take a holistic and strengths-based approach, and draw on your understanding of child development, learning, wellbeing and playwork to help children reach their full potential.

The Berin Centre itself is a well-established hub within the Berinsfield community, providing family and community services including child and family activities and support, a community larder, and hireable space for complementary services including counselling.

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**

- Work alongside the Family Services Coordinator to plan and deliver The Berin Centre's child and family provision, including but not limited to:
  - Stay and play sessions
  - Parenting and family support
  - Growing Minds sessions
  - Little Green Fingers
  - Targeted group work and themed activities
  - Crèche sessions to support training
- Contribute to the ongoing development of The Berin Centre's services, sharing ideas and proactively identifying emerging needs
- Work closely with other key workers and agencies, such as health visitors and schools
- Link and integrate children and families into services that will be beneficial to them
- Maintain positive, professional relationships with all families by being understanding, consistent and persistent in approach
- Actively promote early education and learning opportunities for both children and their carers
- Incorporate a diverse range of activities and experiences for children and families, for example creativity, nature, culture, music and story-telling
- Support parents to develop confidence in their parenting skills

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

- Monitor and record outcomes & impact of work
- Maintain recording systems accurately, providing regular reports and evaluations of your work
- Consult with parents, carers and children on a continuing basis

### **3. Personal responsibilities**

- Ensure high quality family support services at all times
- Demonstrate ongoing commitment to continuing professional development, attending relevant training as required and actively participating in supervision and reflective practice
- Demonstrate ongoing commitment to safeguarding, escalating any safeguarding concerns to the Designated Safeguarding Lead in a timely manner
- Maintain up-to-date awareness of statutory and legal responsibilities and requirements related to the provision of family support services, and implement as appropriate
- Adhere to The Berin Centre policies and procedures at all times
- Contribute to the induction, support and training of volunteers

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

- Ensure that The Berin Centre is a welcoming, inclusive and nurturing environment for all
- Support the development of a 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	Essential
Level 3 qualification in playwork / child development / childcare / early childhood studies	Desirable
Vocational qualification in health: social care; education or community work	Desirable
Parenting Programme delivery experience	Desirable
<b>Knowledge and understanding</b>	
Child development, play theory and current best practice	Essential
Safeguarding practice, health and safety, risk management	Essential
Equality, inclusion, accessibility, and the rights of the child	Essential
Social exclusion, disadvantage and deprivation	Desirable
Needs of children with disabilities or additional needs in the early years	Desirable
Local and national support services for children, young people and families	Desirable
Parenting programmes	Desirable
The local area, and the needs and different communities within it	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	Essential
Seeking out, listening to, and responding to the expressed wishes, needs and concerns of children and families	Essential
Working within a community or family support setting	Desirable
Relevant interagency and partnership working	Desirable
Working with people from diverse backgrounds	Desirable
Project and service development	Desirable
<b>Skills &amp; abilities</b>	
Excellent communication skills and ability to build positive relationships with a diverse range of young children and families	Essential
Able to maintain high levels of energy, enabling you to move around the space monitoring and interacting with children in a busy environment	Essential
Excellent time management & organisational skills	Essential
IT literate	Essential
Fluent in spoken English	Essential
Practical/creative playwork skills (eg: gardening, crafts etc)	Desirable
Report writing	Desirable
<b>Values</b>	
Passionate and committed to supporting children and families	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 holidays both indoors and outdoors	Desirable