North Northamptonshire Council

JOB DESCRIPTION

Post Title:	Early Years Assistant / Family Worker
Salary Grade	Grade D
Location:	Pen Green Centre for Children and Families
Reports To:	Family Worker in Charge
Service Area:	Schools
Purpose Of Post:	To be part of a multi-disciplinary team working to provide high quality education with care for children in partnership with their parents

PRINCIPAL RESPONSIBILITIES

1. To work with individuals and groups of children both indoors and outdoors, providing safe, stimulating and appropriate learning and play experiences which promote children's social, emotional, physical and intellectual learning and development in line with the Early Years Foundation Stage curriculum

2. To carry out observations and assessments, ensuring there are up to date and ongoing records for children in the setting, in consultation with other team members, which provide for children's individual needs.

3. To support working with parents and children together, encouraging and involving parents/carers in children's learning and other Children's Centre activities.

4. To report any cause for concern regarding a child's health or welfare to the designated senior member of staff responsible for Child Protection/Safeguarding Children.

5. To record any accidents to children and report these to a senior member of staff and parents, where appropriate.

6. Implement individual educational programmes for children with Special Educational Needs ensuring their full integration into the setting.

7. To plan and organise play activities that contribute to children's learning environment.

8. To encourage good team working relationships attending regular team and staff meetings, training days, and sessions for parent interviews/consultations where appropriate.

9. To carry out home visits to children and their families, in consultation with other team members, as and when required.

General

1. To adhere to all of the Centre's policies and procedures, including the Safeguarding Policy, Confidentiality Policy, Equal Opportunities Policy.

2. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Centre.

3. To follow the principles of safeguarding and safer recruitment in order to safeguard and promote the welfare of children and young people

4. To carry out any other duties which fall within the broad spirit, scope, and purpose of this job description

Safeguarding responsibilities of the post:

Level 3: Direct Contact Role
The majority of our staff work in roles that involve working directly with and providing support to children 'in loco parentis' e.g. Family Workers. They are front line staff who are most likely to encounter safeguarding concerns and will report any concerns to their Domain Lead, member of CLT, or Designated Safeguarding Lead. Workers in these roles may work with children on child protection plans, and therefore may work collaboratively with Social Care colleagues following statutory safeguarding processes.

The Job description reflects the main tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working the tasks may be reviewed from time to time to reflect changing family and departmental needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

December 2024

North Northamptonshire Council

PERSON SPECIFICATION

Post Title:	Early Years Assistant / Family Worker (Maternity Cover)
Grade	Grade D
Service Area:	Schools

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Level 3 qualification in Nursery Education/ Childcare or equivalent (e.g. NNEB, BTEC in Caring Services,) GCSE English & Maths Grade C or above	Foundation Degree in Early Years Understanding of Parents Involvement In Their Children's Learning (PICL) First Aid
Experience and Knowledge	Experience of working directly with children in a nursery/ nursery school or children's centre setting Experience of working alongside adults in a supportive role Experience of working in a small team Working knowledge of the Early Years Foundation Stage Curriculum and experience of putting this into practice	
Ability and Skills	Able to monitor and assess children's learning and development needs Able to monitor and assess children's and family needs Able to promote the safety and well being of young children Excellent communication skills and confident to communicate effectively with staff, parents, and partner agencies Ability to work responsively and flexibly to meet the needs of families and the	Car Driver MIDAS Qualification IT Skills

	organisation Fluent and accurate writing skills. Ability to contribute to children's records and displays of their work Able to maintain confidentiality Ability to work on own initiative with minimal direction, and show commitment to given tasks and responsibilities Commitment to undertake personal and professional development	
Equal Opportunities	Ability to demonstrate awareness and understanding of inclusion and diversity and other people's behaviour, physical, social and welfare needs	Experience of children with additional needs and families in need.
Health & Safety	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. Able to apply it effectively with children and their families and staff.	

February 2022