# ROLE SUMMARY

**Job Title: Community Early Years Practitioner**

**Reporting to: Senior Community Early Years Practitioner**

**Updated: 1st April 2017**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

This role covers five main areas of responsibility:

* ***Supervisory Activities*** to support children within community, students in placement and volunteers
* ***Development and delivery of services*** providedelivery of services within the designated community as part of the Children’s Centre core purpose
* ***Information Management*** provide effective communication, collection of data and evidence to demonstrate the impact of service delivery
* ***Partnership Working*** identifying, building and maintaining partnership work with stakeholders and parents to effectively promote company vision, culture and targets
* ***Asset Management*** to manage and take responsibility for the security, resources and equipment

## Responsibilities

#### Key Results Area One: Supervisory Activities

* Supervisory responsibilities for the children whilst in attendance at community settings maintaining their safety whilst providing care, learning and education
* Delegated Supervisory responsibility of students and volunteers on placement
* To support the learning and development of others through shadowing and mentoring activities

#### Key Results Area Two: Development and Delivery of Service

* Optimise and support the community rooms to ensure efficiency in service delivery, to ensure high standards of organisation, care, learning and education within the community, in line with the Early Years Foundation Stage.
* Support the creation and development of new initiatives to compliment the community settings
* To understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre Health & Safety policy and procedures
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre safeguarding policy and procedures
* Support the development and implementation of the area business plan that will underpin delivery of the outcomes required against the Children’s Centre Core Purpose
* Remain informed of business activity and of their required contribution towards the business plan
* Report to the Senior Early Years Practitioner (Community) on progress and issues that may arise
* To support in resolving customer enquiries and complaints and report on progress
* To ensure high standards of organisation, care, learning and education within the community that meet the Ofsted legal requirements and contract requirements, assisting to meet the targets set in the contract around 2,3 & 4 year funding
* Promote and engage parent/carers in the successful admission and transition for children and families
* To attend and contribute to case conferences and professional meetings around the child as appropriate
* To ensure that the setting is inclusive, and allows everyone to be themselves (so far as this does not interfere with other individuals` rights to be themselves), and enables all children to develop to their full potential
* To actively promote the engagement of the local community in service design and delivery
* To have delegated responsibilities for specialist areas and other duties as agreed with Senior Early Years Practitioner (Community)

#### Key Results Area Three: Information Management

* Apply protocols, procedures, processes and tools for data analysis
* Efficient and effective use of Cezanne HR system
* To complete observations and track children’s progress, measuring the outcomes against agreed Early Years Foundation Stage Performance and completion of reports within agreed timescales
* To contribute towards the preparation of progress reports for the community setting in conjunction the Senior Early Years Practitioners and the Deputy Children’s Centre Manager (Community) within delegated timescales
* To contribute to the maintenance of the administration systems to collate data and evidence to demonstrate the impact of service delivery and audit requirements.
* To contribute to the updating of the Children’s Centre Self-Evaluation Form and documents required for the Children’s Centre Ofsted inspection
* To support the implementation of strategies to raise quality of learning and education
* Attend meetings, briefings and training sessions relevant to the Community Early Years team and share this information within your team

#### Key Results Area Four: Partnership Working

* Identify, build and maintain effective relationships with external agencies
* Apply innovative methods of working with internal and external agencies for producing relevant outcomes
* Ensure that data and information is shared between agencies appropriately to support positive outcomes for children and families in line with policies and procedures
* Identify and implement appropriate communications to relevant stakeholder groups
* Establish and develop collaborative relationships and effective communication within and across the organisation including attendance at appropriate meetings, including safeguarding.
* Establish and develop collaborative partnerships outside the company that market and engage HOT and CC brands, images and values
* Communicate with customers to keep them up to date with current issues

#### Key Results Area Five: Asset Management

* Responsible for the management of the security of information retained by the Community Early Years team
* To support with the maintenance of the buildings in line with the lease agreements for designated area
* To support with the up keep of asset registers for the community settings
* To have delegated responsibility for the monitoring and safekeeping of mobile phones, laptops, cameras, ID badges and diaries
* To be responsible for the care and maintenance of equipment and resources needed to carry out the duties of the post

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Work flexibly to meet the needs of the Service, including, evenings and weekends
* Maintain up to date knowledge regarding legislation

***Interfaces***

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| *Internal*:   * HOT Trustee Board * Community staff team * Children’s Centre management team | *External*:   * Families, members of the local community * Professional colleagues in other agencies working with local children & families * Persons in connection with supply of goods and services * Schools, nurseries * National and regional support organisations * Students on placement * Service users – children and their parents/carers |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.