## **Community Early Years Practitioner – Level 3**

## **Reports To**

Deputy Children’s Centre Manager

## **Job Overview**

To develop and deliver services within the designated community as part of the Children’s Centre’s core purpose. The Community Early Years Team follow the EYFS (Early Years Foundation Stage) curriculum to plan and deliver groups and sessions within the local community for families with Children aged 0-5years. The Practitioners offer support to families around child development and work alongside other professionals and services to provide the best outcomes for children and their families. They provide high quality creches so that families are able to access a range of parenting and training courses and also support children to be school ready and improve their development across all areas of the EYFS curriculum.

## **Responsibilities and Duties**

* 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
* 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
* 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 Deputy Children’s Centre Manager (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 Deputy Children’s Centre Manager (Community)
* Apply protocols, procedures, processes and tools for data analysis
* 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 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
* Identify, build and maintain effective relationships with internal and external agencies
* Ensure that data and information is shared between agencies appropriately to support positive outcomes for children and families in line with policies and procedures
* 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
* Establish and develop collaborative relationships and effective communication within and across the organisation including attendance at appropriate meetings, including safeguarding.
* Responsible for the management of the security of information retained by the Community Early Years team
* To be responsible for the care and maintenance of equipment and resources needed to carry out the duties of the post

## **General Responsibilities**

* All staff must comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, equal opportunities, confidentiality and Data protection
* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* To undertake any other tasks and duties that may be reasonably requested by management
* Attend regular staff meetings, training days and other training as required
* Support the development of collaborative partnerships outside the organisation that support Halifax Opportunities Trust brands, images and values
* Work flexibly to meet the needs of the Service, including, evenings and weekends
* Maintain up to date knowledge regarding legislation
* Efficient and effective use of Cezanne HR system

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.