## **Community Early Years Practitioner-Apprentice**

## **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
* 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 Deputy Children’s Centre Manager (Community) on progress and issues that may arise
* 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 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
* 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 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
* 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
* 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
* To be a key holder and participate in the key holder rota for Community Venues and Children’s Centres.

## **General Responsibilities**

* 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
* All staff must comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities, Confidentiality and Data Protection
* To undertake any other tasks and duties that may be reasonably requested by management