

JOB PROFILE

Job Title: Early Years Leader / Play Organiser

Grade: 16A (16-19)

Department: Children's Services – Horizon Surestart

Reports to: Project Manager

Line Manager Responsibilities: Early Years Practitioner (Play Leader)

Job Purpose:

- To provide a range of individual and group activities for children and young people in safe, stimulating and caring environments.
- To liaise with their parents/carers in respect of issues relating to their children's development and wellbeing.

Key Activities:

- Plan, organise and run group and individual play/activity sessions with early years children, which further their developmental needs.
- Ensuring the activities take account of children and young people's individual social, physical, cultural and religious needs.
- Attend appropriately to the physical and emotional needs of children and young people, including health and safety aspects of equipment, environment and activities in consultation with Children's Services Manager/Team Manager.
- Liaise with other service providers as agreed with the line manager.
- In co-operation with other key workers, liaise with parents/carers to share information about their children's development and activities and offer support to their parental role and responsibilities in respect of their children.
- Plan programmes of activities for children and young people that support the Services' work with parents/carers.
- Collaborate with other practitioners and volunteers to support parenting activities appropriate to children's needs and rights.
- Carry out play/activity sessions in both the community and home environments.
- Ensure that services are provided within the statutory Early Years Foundation Stage framework for work with children and Barnardo's policies and procedures.
- Maintain play equipment in safe and hygienic condition and arrange for its replacement as required.
- Contribute to child assessment activities on an occasional basis as agreed with the line manager
- Participate in staff meetings, supervision and appraisals.
- Contribute to work reviews and action planning.
- Participate in training and development activities agreed with line manager.

- Participate in volunteer and student training, induction and support programme as requested.
- Keep accurate records of work undertaken.
- Use I.T. and be prepared to complete necessary additional training (if required).
- Provide information for service reviews and reports as requested by line manager.
- Contribute to overall promotion of the services' local profile and functioning.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

A satisfactory Enhanced AccessNI check against the barred list will be required.

PERSON PROFILE

POST TITLE:	Early Years Leader
REGION/NATION:	Northern Ireland
LINE MANAGED BY:	Project Manager

Requirement	Service Specific Qualifying Factors	Essential/ Desirable	Method of Measurement
<p>Education/Knowledge</p> <ul style="list-style-type: none"> • Early Years qualification to level 3 as a minimum • Knowledge of child development processes and what helps and hinders progress. • Knowledge of how play contributes to children’s lives/development. • Knowledge of the Children Act provisions which relate to family support. (D) • Knowledge of Health and Safety requirements for working with children.(D) 	<p>Knowledge of the stages of early child development and the impact of poverty on early child development</p> <p>Demonstrable knowledge of best practice/evidence-informed approaches to early childhood development and importance of parent-child relationship eg Solihull, Incredible Years, High/Scope Curriculum</p>	<p>All Essential</p>	<p>Application form & Assessed at Interview</p> <p>Assessed at Interview</p> <p>Assessed at Interview</p> <p>Assessed at Interview</p> <p>Assessed at Interview</p>

Requirement	Service Specific Qualifying Factors	Essential/ Desirable	Method of Measurement
<p>Experience</p> <ul style="list-style-type: none"> • Relevant experience of working with 0-5's within an appropriate setting. • Experience of relating to parents in respect of their children's needs. 	<p>Demonstrable experience of working in a pre-school setting with children aged from 0-4 years</p> <p>Demonstrable experience of delivering parent/child play programmes</p>	<p>All Essential</p>	<p>All Application form & Assessed at Interview</p>
<p>Skills/Abilities</p> <ul style="list-style-type: none"> • Able to create a safe, stimulating and caring environment for young children. • Able to identify the individual needs of a variety of children and include children in activities. • Able to communicate effectively with children and their parents/carers. • Able to maintain the rights of the child whilst working in partnership with parents. • Able to plan, organise and implement both individual and group activities for children 0-5 years. 	<p>Demonstrable interpersonal communication skills and ability to develop positive relationships</p> <p>Ability and skills to take the lead in story time and rhyme time and role model play to parents and children.</p> <p>Ability to plan, implement, record and evaluate programmes of work, using anecdotal and computerised records</p>	<p>All Essential</p>	<p>All Assessment at Interview</p>

<p>Skills/Abilities cont...</p> <ul style="list-style-type: none"> • Able to work collaboratively with other staff and volunteers and oversee the work of all staff and volunteers. • Able to keep accurate records and provide material for reports. • Commitment to working within an anti-discriminatory framework. • Commitment to equality and the inclusion of children in all aspects of the service. 	<p>To be self-motivated to work as part of a team or individually with parents and children.</p>		
<p>Circumstances</p> <ul style="list-style-type: none"> • Possess a current driving licence. • Have the use of a car to meet the requirements of the post. • Able to attend occasional meetings or training requiring overnights away from home. • Able to work some flexible hours (planned in advance) including some weekends and evenings. 	<p>To be willing to attend training and deliver parent/child groups such as Baby Swim/Toddler Swim/Mini Movers/Toddle Time/Rhyme Time</p>	<p>Essential</p> <p>Essential</p>	<p>Assessment at Interview</p> <p>Post Selection Check</p>

<p>Circumstances...</p> <ul style="list-style-type: none"> • Staff will have to abide by Barnardo's Smoking Policy which does not permit smoking at work. <p>Barnardo's Basis and Values, and Equality & Diversity Code of Conduct Actively demonstrate Barnardo's Basis and Values and Equality & Diversity Code of Conduct in all areas of work:</p> <ul style="list-style-type: none"> • Respecting the unique worth of every person • Encouraging people to fulfil their potential • Working with hope • Exercising responsible stewardship 	<p>To be willing to continue to keep up to date with childcare related topics to inform practice.</p> <p>The successful applicant for this post will be subject to an enhanced Access NI check against the barred list.</p> <p>It should be implicit in the information provided in their application form that applicants understand the issues faced by people whose life experiences differ from their own.</p>		
<p>Please Note: Applicants must demonstrate in their application form that they currently use the skills outlined above or have used them previously in employment, education, training, volunteering etc.</p>			

