

CONFIDENT

I've made the right choice



Job description

Job title:	Early Years Assistant
Reports to:	Children & Early Years Assistant Manager
Directorate:	Strategy & Influence
Job family:	External Relations
Location:	Children's Centre, 5 School Road, Newtownbreda
Role specific requirements:	The post holder will be required to work flexible hours in accordance with the needs of the post including occasional evening and weekend work.

Purpose of the role:

Mencap Children's Centre provides a programme of play, therapy, care and education for 2 – 3 year olds with significant developmental delay. The post holder will assist with the provision of a stimulating, caring and therapeutic play environment. Working alongside the multi-disciplinary team, the Family Support team and other professionals to ensure each child can reach his/ her potential. They will work safely and in compliance with our internal and external requirements so that the people we support can trust, feel safe and have confidence in the support we provide them.

Key responsibilities

The key roles for are:

- Key worker
- Team player
- Compliance and Quality

Key worker

The Early Years Assistant has an important role in supporting children and families, working effectively with key stakeholders, including the multi-disciplinary team and external people. This means supporting children to develop their skills, promote independence, achieve their full potential and support school 'readiness'. This involves contributing to and working towards the children's care plans, carrying out observations, planning child centred activities and maintaining associated paperwork. The post holder will be required to record and report in line with organisational policy and in a way that is fair and respectful.

Roles & Responsibilities:

- Ensuring best practice when working with the children and families
- Work professionally and effectively with the multi-disciplinary team, family support team, external professionals and others to develop best practice and ensure we achieve the best outcomes for each child and family we support
- In conjunction with the Assistant Manager, colleagues and multi-disciplinary team, develop and implement the daily schedules and planning of activities within the children's centres to ensure children meet their developmental outcomes by accessing quality play, care and therapy opportunities
- Effectively engage with the multi-disciplinary team in the development, implementation and progress of plans relating to the children
- To follow group and individual therapy programmes under the guidance of the therapists in the centre (including but not exclusively Physio, S<, OT and specialist feeding programmes)
- Supporting the children, through individual and group work, in a way that is meaningful to them to develop their full potential and in line with the child's plans
- Provide ongoing support, recording and monitoring of activities to ensure children meet their developmental outcomes by accessing quality play, care and therapy opportunities
- Complete and record developmental baselines and ongoing progress in line with organisational requirements for all children
- Liaise with parents and other professionals on an ongoing basis regarding children's progress and identify any areas of concern. Participate in meetings with parents and professionals when required
- Complete reports for professionals and external organisations within the appropriate timeframe
- To carry out any other duties falling reasonably within the competence and capability of the post holder.

Team Player

The Early Years Assistant will work effectively and collaboratively with all colleagues and other professionals in delivering an effective service to the children and families they support.

Roles & Responsibilities:

- Positive and enthusiastic about working for Mencap, and demonstrates true commitment to the work they do
- Ensures a supportive, empathetic and non-judgemental approach is used in all interactions with children, their families, staff, volunteers and students
- Develops strong working relationships with the multi-disciplinary team and external organisations to develop best practice and improve quality outcomes for the children and families using the centre
- Works in a way that supports the organisations values of inclusion of all people, valuing difference and promoting diversity. Actively seeks to include children and families in their work in a meaningful and appropriate way
- Takes responsibility for their own performance and development, preparing for their performance review meetings, identifying opportunities for them to develop their knowledge, skills and performance
- Is committed to improving the team's performance through contributing good ideas and solutions and helping their colleagues to do their job well
- Demonstrates commitment and reliability to their team and service through good attendance and time keeping
- Be available for planning, review and appraisal meetings, team meetings and any relevant training and staff development as required
- To adhere to Mencap's values and behaviours in all aspects of employment
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Mencap

Compliance and Quality

The Early Years Assistant has an important role for the quality of service. As part of their daily tasks, the post holder should complete accurate, timely and effective reports. The ability to work safely is essential to the role so that the children and families we support feel safe and confident and can trust the service they receive. It is also important for staff to keep themselves and others, affected by their work, safe.

Roles & Responsibilities:

- Adheres to organisational policies and procedures, regulatory and legal requirements including Safeguarding and Health & Safety, highlighting and reporting any issues or concerns
- Understands and adheres to safe working practices to promote personal safety and the safety of others, including infection control, adequate staffing ratios and adhering to moving and handling protocols and plans for children.
- Assist the individual support, care needs and medical interventions of children, once trained to do so (including but not exclusively gastro and nasogastric feeding, suctioning and tracheostomy care, administering medication)
- Following training, administer medication in accordance with Mencap's policies and procedures only
- Complete workplace risk assessments, health and safety checks and reviews and others as specified by the Manager and /or Assistant Manager

- Review the managing risk with individuals' assessment and apply the risk management processes with all individuals they are supporting, highlighting any issues to the Assistant Manager and /or Manager
 - Identifies and manages risks associated with resources, including cleaning and maintenance
 - To assist with the preparation of the children's centre before each session and tidy away at the end of the day. Ensure good standards of cleaning and hygiene are maintained and that equipment is safe and checked regularly for repair
 - Raise with the Assistant Manager and / or Manager any practice issues, safety or safeguarding concerns in a timely manner, to secure support and improvement in line with organisational policy
 - Understands and effectively undertakes all recording requirements linked to their role and in compliance with regulatory, contractual and internal requirements using the appropriate forms, tools and resources
 - Communicates with parents regarding children's absence and record appropriately, in a timely fashion
 - Communicates about the service, the children and families who use it with dignity, respect and responsibility
 - Demonstrates an understanding of a duty of care to the children supported
 - To carry out any other duties falling reasonably within the competence and capability of the post holder.
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Our values



You will role model our five values in all your work activities.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

*Shortlisting criteria

**Desirable criteria to be applied if high volume of suitable applications

Skills & abilities	Essential/Desirable
The ability to develop sensitive child centred relationships both with children individually and in groups	E
The ability to use music, arts, crafts, drama to create learning opportunities for individual children or groups	E
The ability to write clear, objective reports	E
The ability to listen sensitively and communicate appropriately with children, their parents or carers and colleagues	E
The ability to carry out manual handling duties as part of the role	E
The ability to use basic computer packages such as Microsoft Outlook, Word and Excel	E
Have an interest in and desire to know more about learning disability	E
Flexibility in working hours	D
Knowledge and experience	Essential/Desirable
*Knowledge of child development and age appropriate activities	E
Knowledge of health and safety including appropriate hygiene standards	E
Knowledge of the needs, concerns and barriers of parents and carers	E
Appreciation of the rights of the child	E
*Minimum 1 years' experience working with young children aged 0-4 and their families	E
Experience working as a member of a team	E
**Experience working with children with special educational needs	D
Qualifications	Essential/Desirable

***Childcare qualification at QCF Level 3 or equivalent in Child Care, Learning and Development or Playwork, or a relevant occupational qualification (*as guided by the Daycare Minimum Standards*)**

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