

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Early Years Practitioner
<b>Salary:</b>	£13.91ph / £20, 252 pro rata / £25,316 FTE
<b>Hours:</b>	28 hours per week – 9:00 – 17:00 Mon/Tues/Wed/Thurs (with one hour lunch break included) Ideally with flexibility to work on additional days by negotiation and to be available for occasional out of hours work according to needs of families (evening and weekends).
<b>Office base:</b>	The Red Oak Family Centre, Merstham
<b>Responsible to:</b>	Family Centre Manager
<b>Responsible for:</b>	N/A.
<b>Job Purpose:</b>	YMCA East Surrey is looking to recruit a qualified and experienced Early Years Practitioner with energy and motivation to plan, lead and deliver targeted play opportunities and support groups for children 0 up to 12 years and their parents at YMCA Horley Family centre.
<b>Background:</b>	<p>The post holder will deliver targeted and universal family focused support sessions on both a 1:1 and group basis. Facilitating high quality play activities for children aged 0 – 11 years and their parents/carers within a safe stimulating environment. Building links and working in partnership with parents, carers, and other partners, supporting them to engage and join in with the activities with their children, to enhance the child’s wellbeing and overall development.</p> <p>All services provided will support the delivery of the Family Centre specification and core offer, which aims to enable children to achieve and improve outcomes.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>– To deliver specialist targeted courses and support groups for parents and children</li> <li>– To plan, prepare and deliver targeted interventions for vulnerable children and families including Speech and language/ Communication courses, SEND support groups, creche work, play and development groups, bonding and attachment activities, baby and toddler and new parents’ groups.</li> <li>– To plan and facilitate the Centre’s crèche offer</li> <li>– To respond to the individual needs of parents/carers attending groups and signposting to specialist agencies.</li> <li>– To build parent resilience through delivery of services</li> <li>– To evaluate and report on outcomes of each session</li> <li>– Plan and organise own work and/or intervention to meet given priorities</li> <li>– Liaise and work in partnership with partners</li> <li>– To assist in the smooth operations of the centre</li> <li>– To assist in the induction and mentoring of volunteers to ensure that the service provided is high quality and appropriate for the service users</li> <li>– To ensure that all working practices operate within the organisational health and safety and procedures regarding your direct work with children attending the YMCA activities and to ensure that safeguarding and child protection policies are always adhered to.</li> <li>– To ensure that play materials, equipment and play spaces are maintained, kept safe and stored appropriately in line with current procedures</li> </ul>

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|  | <ul style="list-style-type: none"><li>- Monitoring and assisting with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment</li></ul> |
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**PERSON SPECIFICATION: Senior Early Years Practitioner – Family Centre**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	Minimum Level 3 qualification in Childcare and Education, Early Years or related professional qualification	x		
	Paediatric First Aid  Basic Food Hygiene  Communication/SEND/Sign Language/  Bonding and attachment/baby massage /behaviour/Parenting.		x	
	Clean driving licence – own transport would be an advantage		x	
	Knowledge of child development  Knowledge of the importance of play in child development	x		
<b>Experience</b>				
	Experience of working with children and families	x		Application/Interview
	Experience in the delivery of support groups and sessions for parents and children aged 0 - 12 years	x		Application/Interview
	Experience of managing children’s behaviour in a variety of situations		x	Application/Interview
	Experience of providing advice, guidance and support in a one-to-one or small group setting	x		Application/Interview
	Experience of planning, organising and carrying out activities, e.g. music, drama, art, cooking sessions	x		Application/Interview
<b>Abilities, skills and attitude</b>		x		
	Skills or willingness to acquire skills in IT, principally Office 365, including Outlook and Word	x		Application
	Able to work flexibly across a range of settings and independently	x		Interview
<b>Other requirements</b>	Subject to a satisfactory Enhanced with Barring DBS disclosure			Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey			Application/Interview

	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders			Application/Interview
	Understanding of boundaries and confidentiality			Application/Interview
	Ability to work independently and as part of a team.			Application/Interview
	Good communication and interpersonal skills			Application/Interview
	Ability to monitor and maintain safe working practices			Application/Interview