

NJC Job Description

Job Title	Children's Centre Practitioner
Department	Children's Centre
Grade	FfB4
Last updated	November 2018
Reports to	Children's Centre Manager

Job Purpose *(a brief statement summarising the overall responsibility of the post)*

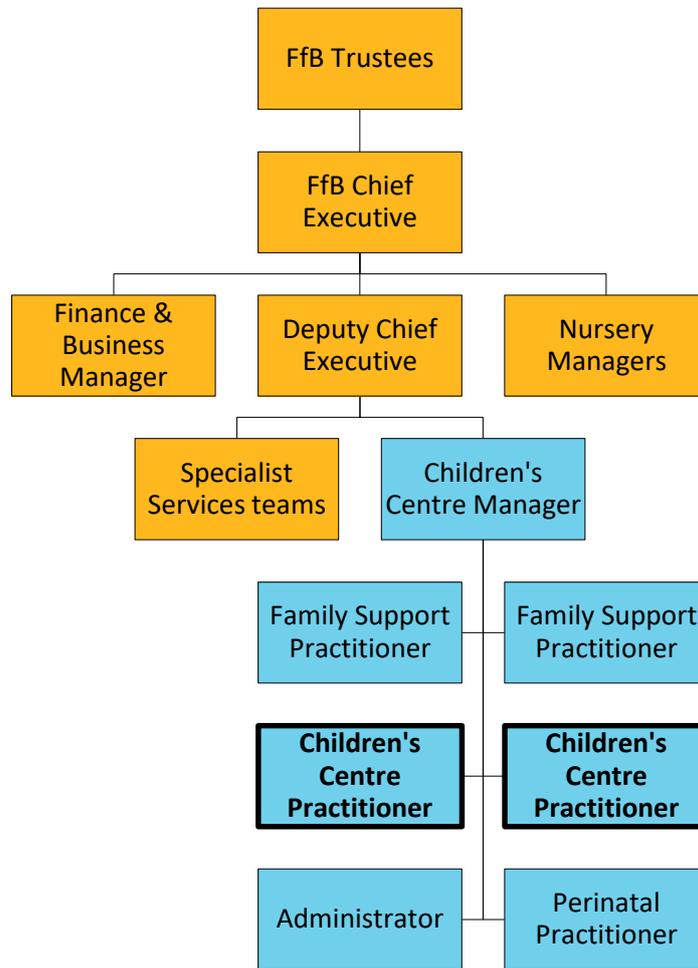
Work with the Children's Centre core staff to support the delivery of high quality services to improve outcomes for young children and families and have a positive impact on their lives. Support in the planning and delivery of the Children's Centre's universal provision by providing quality PEEP Learning Together sessions with the purpose of encouraging engagement in children's learning. The Children's Centre Practitioner will also support crèches, clinics and other front of house services at all delivery sites across Bedford Borough.

Main Duties and Responsibilities *(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)*

	%
1. Support the delivery of family learning activities, stay and play sessions and support adult learning within 16 of Bedford Borough's Children's Centres and, where appropriate, in other local community venues. As directed, work with all appropriate services to support children and families. Recognise and respond appropriately to the Centres' Safeguarding policies and procedures.	50%
2. Work as directed to support the engagement of families including those from target groups and those who are identified as in most need of intervention.	15%
3. Carry out agreed actions following assessment of children and family needs, including participating in centre-based meetings and joint home visiting with Family Support Practitioners or another designated member of staff.	15%
4. Keep comprehensive records, as agreed with and directed by the Children's Centre Manager.	5%

Main Duties and Responsibilities <i>(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)</i>	%
5. Assist in preparing the Centre facilities across sites, and in other rooms where groups may meet, putting up displays/notices, organising resources, maintaining refreshment supplies, helping to maintain the order and cleanliness of the rooms. Have due regard for Health and Safety, and carry out risk assessments as required.	10%
6. Support crèche arrangements for Family Learning activities and other groups. Be prepared to work with other groups as necessary.	3%
7. As agreed and directed, ensure consistency in service delivery in the absence of other Children’s Centre colleagues.	2%

Organisation Chart



Context

The main purpose of Children’s Centres is to improve outcomes for young children and their families, with a particular focus on the most disadvantaged.

FfB is a registered local charity spanning over 30 years with a proven record of supporting families. We provide Children’s Centre services and activities for families within Bedford and community nurseries based in Goldington, Wootton and Queens Park. We work in partnership with agencies in the Early Childhood Partnership (ECP) to provide better learning and life development opportunities for children and their families. Further information can be found on our website <http://www.familiesfirstbedfordshire.org.uk>.

The ‘Early Childhood Partnership’ (ECP) is a consortium of four local providers; FfB, One YMCA, FACES Bedford and the Peter Pan Teaching School Alliance. The ECP has been brought together for the purpose of delivering the Early Childhood Services on behalf of Bedford Borough Council.

The Children’s Centre Practitioner will work peripatetically across all 16 Children’s Centres in Bedford Borough. They will have access to a van for work purposes and must be willing to undertake a driver assessment carried out by Bedford Borough Council.

Additional Information – Physical Effort and/or Working Environment *(insert details if these conditions exceed those normally incurred in a day to day office environment.)*

Physical Effort: Normal physical effort

Working Environment: Children’s Centre and office environments

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of FfB’s employment checks and Personal Interviews will be required as part of the employment process.

Dimensions

Supervisory Management: None
 Financial Resources: None
 Physical Resources: None
 Other:

Health & Safety Risk Assessment *(please indicate which are applicable)*

- Manual Handling activities
- Regular exposure to mental pressures and demands
- Visual display equipment – regular use
- Exposure to substances hazard to health
- Exposure to infection
- Risk of verbal abuse
- Risk of physical assault
- Working alone
- Adverse environmental conditions
- Use of dangerous machinery
- Driving PSV/HGV vehicles

Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working with children and their parents/carers to support their learning & development, on an individual or group basis.	1, 2		
	Some experience of working with children under 5 years old in an Early Years, Children's Centre or School setting.	1, 2		
Skills/Abilities	Able to show an understanding of safeguarding issues and use of policy and procedures.	1, 2	Able to communicate verbally with children and their families in one or more major community languages other than English, where this is appropriate.	1, 2
	Excellent communication skills, written and verbal.	1, 2, 5		
	Able to communicate supportively and constructively with parents/carers & children.	1, 2		
	Able to liaise tactfully and discreetly with families, all staff and outside agencies.	1, 2		
	Able to work as a team member within policy guidelines, demonstrating initiative and knowing when to share information & seek additional guidance.	1, 2		
	Able to maintain accurate records.	1, 2		
	Knowledge of the EYFS & development matters framework	1, 2		

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Equality	Able to recognise discrimination and to follow the policies and procedures of the Children's Centre.	1, 2		
	Able to demonstrate some understanding of cultural and religious issues which affect child care and education.	1, 2		
Specialist Knowledge	Good understanding of child development and how children and adults learn.	1, 2	Knowledge of the Early Help Assessment framework, child protection procedures and safeguarding.	1, 2
	A good understanding of the effects of social economic factors on parenting and child development.	1, 2, 5		
	An understanding of IT systems and commonly used software packages.	1, 2		
Education & Training	Appropriate qualification in either Family Support and/or Early Years and Childcare (e.g. a level 3 qualification and experience of working in the childcare and Early Years sector).	1, 2, 4	Willingness to undertake additional, relevant training. Safeguarding children and first aid qualification.	1, 2
	English and Maths GCSE at Grade C or above or equivalent.	1, 2, 4		
Other Requirements	Ability to work flexible hours on a regular basis according to the needs of the organisation, including evenings and Saturdays.	1, 2		
	Ability to travel to other Children's Centre sites and to attend other meetings when directed.	1, 2		

1 – Application Form, 2 – Interview, 3 – Test, 4 – Proof of qualification, 5 – Practical Exercise



We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Families First Bedfordshire's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equality and diversity
- (ii) Health and safety
- (iii) General Data Protection Regulation
- (iv) Confidentiality