

JOB DESCRIPTION 201

Director Area: Children's Services		Is this description a generic JD? Yes
Service Area: Locality		
GRADE: 8		Job Reference No:
		Enhanced DBS Required? Yes
JOB TITLE: Early Years Practitioner		
REPORTS TO: Early Years Locality Lead		
1.	<p><b>PURPOSE OF JOB:</b></p> <p>To assist the Early Years Locality Lead in the efficient and effective delivery of the Early Years provision in the locality to contribute to improved early years educational outcomes for vulnerable children with a focus on school readiness, transition and Early years inclusion / SEND.</p> <p>Assist, as appropriate, with:</p> <ul style="list-style-type: none"> <li>• Providing support, advice and guidance and deliver an integrated approach to performance management, quality standards and service delivery with a focus on improving the educational outcomes of children.</li> <li>• Embedding new ways of thinking and working with a focus on improving the educational outcomes of vulnerable children in order to raise attainment for all children and narrow the attainment gap.</li> <li>• Working as part of a multi-disciplinary locality based team maintaining strong, positive working relationships with commissioned services, early years providers, schools, partners and across service areas as appropriate</li> <li>• Providing day to day leadership, advice and guidance to enable high quality early years provision in the locality whilst ensuring good standards of practice in the delivery of Children's Centres' Core Offer.</li> </ul>	
2	<p><b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b></p> <p>The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p>	
	i	<p>Service/role specifics</p> <ul style="list-style-type: none"> <li>• Support the children and families whilst working closely with the educators and the community to promote systems that enable the children to enter school ready to thrive.</li> <li>• Develop, plan, deliver and evaluate structured and evidenced based school readiness interventions for young children and parent/carers</li> <li>• Ability to use the Early Years Foundation Stage framework and other progress reporting systems to have an effective approach to early years provision delivery and support the young children to achieve a good level of development</li> <li>• Support the delivery of crèche and assist the development of the early learning of the child whilst supporting the parent to engage in adult</li> </ul>

		<p>learning or parenting work</p> <ul style="list-style-type: none"> <li>• Work with partners including statutory, voluntary and community organisations to develop a range of opportunities for parents in order to develop their ability to support their children's early educational development.</li> <li>• Support the Specialist Teachers with delivering targeted intervention within children's centres, home environment and settings/schools, to contribute to improved early years educational outcomes for vulnerable children</li> <li>• Ensure Children centres provide a welcoming, stimulating, safe and caring environment for children that meets their emotional and social needs, including those with special needs.</li> <li>• Attend regular meetings with focus on school readiness with leadership teams in localities and facilitate links between operational and strategic planning</li> <li>• Promote aspects of safeguarding, inclusion and equal opportunity in relation to the Children's Centres and Early Years settings</li> <li>• Inform, facilitate and develop the Advisory Boards in line with Lincolnshire County Council governance arrangements and ensure the members' awareness of the early years objectives</li> <li>• In partnership with others (including statutory partners, commissioned services, voluntary agencies and parents/carers) complete and regularly update the Self Evaluation Form (SEF) and other reports as required by the Early Years Practice Supervisor.</li> </ul>
	ii.	<ul style="list-style-type: none"> <li>• Provide day to day leadership to deliver the agreed Early Years priorities, working collaboratively with Children's Services staff, Early Years settings, schools and commissioning services.</li> <li>• Coach/mentor teams/colleagues, volunteers as appropriate to embed new ways of thinking and working with a focus on improving educational outcomes</li> <li>• Maximise the impact of resources and value for money to achieve improved early years educational outcomes</li> <li>• To contribute to effective performance management in delivering early intervention and support and early education to achieve improved outcomes in line with service priorities</li> <li>• Provide expert advice and guidance in early learning and early development</li> <li>• Deliver a personal portfolio of projects and/or specific work with a focus on school readiness and transition.</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> <li>○ Personal Leadership</li> <li>○ Being Future Focused</li> <li>○ Political and Commercial Astuteness</li> <li>○ Supporting a High Performing and Flexible Workforce</li> <li>○ Drive for Results</li> </ul> </li> </ul>
	iii.	<ul style="list-style-type: none"> <li>• Understand and work with the market as appropriate, developing and maintaining relationships with commissioned services, service users, stakeholders, partners and early years providers.</li> <li>• Develop and establish mechanisms to engage the community in shaping early years services, ensuring that parents/carers' views and feedback continually influence delivery, providing effective and sustained outreach, responsive to all groups whilst targeting the most vulnerable.</li> </ul>

	iv.	Ensure a robust approach to data analysis and contribute to the development and delivery of commissioning services, including service specification of services required to contribute to improved early years educational outcomes for children
	v.	Contribute to the Council's statutory obligations and national and local performance indicators
	vi	Look to continuously improve early years services in the locality, identifying where possible, value for money savings and managing within allocated budgets.
	vii	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioning services, and monitor delivery against commissioning requirements
	viii	Ensure Council resources are optimised and utilised effectively and efficiently whilst delivering fully inclusive early years practice across the locality reflecting the needs of the community
	ix	Demonstrate positive outcomes for a large majority of targeted children and their families as well as delivering services to a high standard.
	x	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
	xi	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff and volunteers to achieve early years performance excellence.
	xii	As an employee, create a positive image of the County Council
	xiii	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
	xiv	Remain up to date and compliant with all relevant legislation, organisational procedures, early years and childcare issues, policies and professional codes of conduct in order to uphold standards of best practice also disseminate relevant guidance and regulation, as appropriate.
	xv	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
	xvi	To assist with the management of buildings to ensure effective management of a range of delivery and administrative delivery points of early years service.
	xvii	The postholder is required to be available outside of office hours, to work evenings and weekends as required.
3.	<p><b>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></b>  The post holder will be expected to have:</p> <p>At least 2 years experience of working in a children's setting post qualification Level 4 qualification (HNC/D, NVQ4, Foundation Degree, Intermediate Diploma) Early Years, Childcare or Education.  Have knowledge of legislative framework and understanding of the National Daycare Standards, the Early Years Foundation Stage (EYFS) framework and the Sure Start Children's Centre agenda  Knowledge of the principles and practice of inclusive early years practice  Ability to offer a wide and varied range of learning opportunities to children under 5 years.  Good interpersonal skills and organisational ability  Resource management.  Commitment to continuous professional development.  Ability to analyse data in order to identify priorities for improvement  Competent IT skills and ability to improve and develop them.</p>	

	A clear understanding of application of diversity and equality within the work setting and at the point of service delivery. Work comfortably with ambiguity and uncertainty.
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**4. GENERAL**

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - . All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]	.....	.....	.....

Note: Qualifications and Experience headings are included in the Person Specification; see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your HR Adviser.

<b>Job Details:</b>	
<b>Job Title</b>	Early Years Practitioner
<b>Identifier</b>	01617
<b>Director Area</b>	Children's Services
<b>Service Area</b>	Locality
<b>Section</b>	Early Help Teams
<b>Date</b>	01/06/2015
<b>Job Status</b>	Initial Evaluation
<b>Score</b>	478
<b>Grade</b>	Grade 8

<b>Factor Levels:</b>	
<b>Supervision/Management Of People</b>	2.2
<b>Dispersal Awarded</b>	Yes
<b>Creativity &amp; Innovation</b>	4
<b>Contacts &amp; Relationships</b>	4
<b>Decisions - Discretion</b>	3
<b>Decisions - Consequences</b>	3
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	2
<b>Working Conditions</b>	1
<b>Work Context</b>	2
<b>Knowledge &amp; Skill</b>	4