

EASTON COMMUNITY CHILDREN'S CENTRE

JOB DESCRIPTION

JOB TITLE:	EARLY YEARS SPECIALIST
HOURS OF WORK:	39 per week to be worked normally between the hours of 7.45am and 6pm on a shift basis as required, Monday to Friday. Some evening and occasional weekend work may be required to attend meetings and training events.
RESPONSIBLE TO:	Room Leader
RESPONSIBLE FOR:	Students, Agency staff and Volunteers, on a day-to-day basis
SALARY:	£24,336 - £25,350

Purpose of the job

To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment, appropriate to the needs of individual children and their families.

Main duties

1. Children

- 1.1 To promote and value children's experience within an anti-discriminatory framework.
- 1.2 To assist and support children in following and developing their interests and to assist and support children to have choice and freedom of expression.
- 1.3 To foster respectful and warm relationships with children.
- 1.4 To take part in activities with the children.
- 1.5 To undertake Key Person responsibilities, planning a balanced range of daily activities which meets the developmental needs of each individual child, including language development, social, emotional, intellectual and physical development.
- 1.6 To monitor and maintain records using Family on each child's development in your key group, liaising with parents, staff, and other professionals, as appropriate.
- 1.7 To ensure high standards of basic care and encourage personal hygiene with the children, and to be observant of their general health and welfare.
- 1.8 To maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure that the environment is stimulating and attractive and promotes the development of the child.
- 1.9 To assume responsibility for all children left in your care.
- 1.10 To fully support the Centre's commitment to Safeguarding and Child Protection through awareness and implementation of all applicable policies.

2. Routines

- 2.1 To monitor the condition of the toys and equipment in the Centre, in terms of safety, hygiene and correct storage, and to report any concerns immediately.
- 2.2 To prepare snacks for the children, supervise mealtimes and clear away afterwards.

2.3 To maintain the hygiene and cleanliness of the Centre, undertaking cleaning and laundry duties as required.

3. Parents/carers

3.1 To work closely with parents/carers to meet the needs of their child and to provide opportunities for them to participate in the life of the Centre.

3.2 To ensure good communication between staff and parents/carers by taking and passing on messages, answering the door/phone, explaining policies, and keeping parents/carers fully informed about their child.

4. Staff development

4.1 To supervise students and trainees as required.

4.2 To support and direct agency staff and volunteers as appropriate.

5. General

5.1 To undertake any other duties as required in keeping with the aims of this post.

5.2 To work in line with professional expectations at all times.

5.1 To engage actively and constructively with supervision arrangements.

5.3 To maintain a positive, constructive, flexible and 'can-do' approach.

5.4 To work within Centre policies and procedures at all times including those relating to Equal Opportunities, Anti-discriminatory practice, Inclusion, Health and Safety and Confidentiality.

5.5 To be willing and positive about taking instruction and direction from the post's line manager, Director, Centre Manager, Trustees and from time to time other senior staff.