

Midlothian Sure Start JOB DESCRIPTION

JOB TITLE: EARLY YEARS PRACTITIONER/SUPPORT WORKER

RESPONSIBLE TO: CENTRE CO-ORDINATOR

JOB PURPOSE

To support and assist in the day-to-day running of the Playroom by helping to create welcoming and supportive opportunities for children to develop.

To create a welcoming environment for parents and children.

To contribute to each child's self development and level of autonomy. To assist children to develop relationships, self esteem and creativity through play to promote the care values of respect, support, equality and empathy in all areas of work. To assist children to settle in the environment so can benefit from opportunities provided.

KEY TASKS

1. General

Support projects capacity to take students.

To ensure the Playroom is clean and tidy at the end of the sessions when required.

Attend in service staff training

Work as part of a team.

Attend monthly support and supervision sessions.

Attend weekly staff meetings.

Purchase provisions as and when needed for the Centre.

2. Children

Ensuring the physical needs of children/babies are met during sessions, Including toilet needs, changing and feeding.

Provide play opportunities that are appropriate to development needs of children.

To set out the playroom when required.

Follow child protection guidelines.

Provide a safe, loving and stimulating environment for children (predominantly 0-3).

Develop Quarterly programmes.

Offer constructive and imaginary play as well as creative and messy play.

Offer stimulating and diverse play and collective involvement through dancing, singing and storytelling.

To be an empathetic, responsive and available attachment figure for each child.

Plan program of activity for child based on specific development needs.

Contribute to the development of each child's self-esteem and positive self-identity.

Develop and update profiles for each child.

Encourage positive relationships between children.

Give all children equal respect and attention without favouritism or criticism.

Provide children with opportunities to experience diverse cultural values and beliefs.

Where feasible, and in conjunction with Co-ordinator attend home visits to meet the children.

To be a key worker for the child(ren).

3. Parents & Children

Respect confidentiality at all times and to uphold the core values in all areas of work.

Assist parents to develop Confidence in playing with children. Provide parents with ideas of activities they can engage with their children.

In conjunction with the Co-ordinator, update parents on development of children.

Provide support and guidance to parents in relation to their parent/child relationship and parent's needs.

Assist Co-ordinator to allocate families according to both needs of parent and child.

Assist parents to care for and play with children on outings.

4. Equal Opportunities

To adopt an approach which challenges within self and others, attitudes, assumptions and behaviours which discriminate, prevent participation and foster disadvantage. In all areas of work to show a commitment to implementing Equal Opportunity Policy, including monitoring and evaluation.

Qualifications

A qualification in childcare or working towards one is essential. An HNC in Child Care, SVQ level 3 or NNEB level is required for qualifications bar. A child protection certificate or commitment to undertake one is essential.

Experience

Of working with young children is essential. An understanding of the difficulties experienced by vulnerable families and good interpersonal and communication skills are required.