

Children & Young Peoples Services

Division: Partnerships and Localities

JOB TITLE: Early Years Worker
GRADE: BG5
MANAGED BY: Team Leader
RESPONSIBLE FOR: No staff

Purpose of Job

- Undertake the care and supervision of young children receiving Daycare
- Support for the development of learning skills by young children

Work within the relevant policies and legislation, to support the:

- physical, emotional, educational, cultural and religious needs of young children
- effective partnership with parents/carers/service users.

Key Job Outcomes Curriculum

- A Work directly with individuals and groups to:
- Facilitate holistic development of individuals and groups;
 - Meet the needs, under guidance, of disabled children and of gifted/talented children;
 - In consultation with parents, other appropriate staff and manager, write individual Education Plans;
 - Deliver defined specialist learning programmes, under guidance, both within the setting and on outings;
 - Apply necessary support to promote welfare objectives so that each child is supported in learning and development.
- B Create, store and retrieve:
- Work plans for children's progress
 - Records of progress
 - Appropriate resources and learning aids
 - Equipment for learning

So that the learning environment is supported in achieving the goals defined by the manager.

- C Provide direct interventions to deal with and maintain:
- Defined standards of cleanliness and hygiene in working areas of the nursery
 - Responses to simple First Aid needs
 - Responses to the personal needs of children, including hygiene and cleanliness

So that the working environment is seen by users as welcoming and supportive.

- D Provide, where appropriate, direct guidance, advice and support to students in training based at the nursery for practical placements so that the students are aware of and comply with standard operating practices in safe working and in child care procedures.
- E Supervise Early Years Support Workers as required.
- F Work directly with other staff in meetings/reviews/case conferences to contribute to the information needed to provide for the development of the individual child.
- G Plan, implement and evaluate holiday playscheme provision for children in conjunction with colleagues.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountability

- A So far as reasonably practicable, the post holder must promote safe working practices to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B Work in compliance with the Code of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities.
- C Ensure that output and quality of work is of a high standard and complies with current legislation/standards.