



## ACORNS 2 OAKS LTD

<b>Job Description:</b>	<b>CHILDREN'S CENTRES ASSISTANT</b>
<b>Responsible to:</b>	<b>Chief Executive</b>
<b>Location:</b>	<b>Children's Centres in Broad Green (West Collaboration)</b>
<b>Salary:</b>	<b>£7.50 - £8.00 per hour</b>
<b>Hours:</b>	<b>20 hours per week</b>

### **Main Purpose of the Job**

To work as part of the West Collaboration team, facilitating family activities at the Children Centres that supports the role of parenting and enhances the quality of the parent and child interaction/relationship.

To work in partnership with parents to provide consistent high quality, non-discriminatory childcare which meets the needs of each individual child and family and which enables the child to realise his/her full potential.

The post holder must at all times carry out his/her job description with due regard to all the policies of Acorns 2 Oaks Ltd.

To be flexible and cover / work across the collaboration as required.

### **Main Duties and Responsibilities**

#### **1. Work with Children and Families**

The post holder is expected to:

- Ensure compliance with, and implementation of, the Early Years Foundation Stage Framework. To be involved with the planning, organising and evaluating of learning activities and develop parental understanding of children learning through play.
- Ensure the wellbeing of all children, in line with Every Child Matters, particularly those with additional needs and those vulnerable or at risk.
- Work under the guidance of the Universal Services Co-ordinator and as part of the West Collaboration Team to facilitate activities for families at the Children's Centres that supports the role of parenting and enhances the quality of the parent and child interaction/relationship.
- Run family support play schemes during the holidays, in partnership with other agencies and working in partnership with parents and other users of the service.

- Support Baby Clinics, training workshops and any other early intervention service held at the Centres.
- Support outreach session sessions organised by the West Collaboration family support team.
- Make all visitors, including parents feel welcome and at ease, and to provide information about the Centre activities where relevant.
- Work under the direction of the Universal Services Co-ordinator.
- Work in partnership with other organisations and the Children's Centre teams.
- Treat any information, or matters relating to the work within the Centre, as confidential.
- To work in partnership with volunteers to provide consistent high quality non-discriminatory activity sessions which meets the needs of children and families in the West Collaboration communities.

## **2. Safeguarding / Health and Safety**

The post holder is expected to:

- Ensure a high level of care for the children
- Be aware of the need to balance the needs of children's safe development whilst enabling them to meet suitable challenges, under the guidance of the Universal Services Coordinator.
- Attend to the needs of sick or injured children. Administer aid as necessary, recording accidents
- Ensure compliance with the framework for protecting children from harm and adherence with the relevant legislation, and to report any concerns in accordance with Acorns 2 Oaks' policies and procedures.
- Maintain the safety, security and physical and emotional welfare of the children and parents/carers using the community activities, by ensuring that a high standard of hygiene and cleanliness is maintained with regard to Health and Safety.
- Organise the setting up and tidying away of resources used during the session.
- Be familiar with the Fire Drill procedures and your role within these.

### **3. Planning and Administration**

The post holder is expected:

- To take part in curriculum planning which ensures that children and families receive a quality play experience.
- To be able to organise paperwork relating to session activities.
- To ensure that appropriate records and reports are kept in line with the monitoring and recording requirements.
- To be able to add attendance of families on the data system.

### **4. Professional Development**

The post holder is expected:

- To actively participate in staff meetings and in the professional development and quality assurance processes of induction, probation, supervision, training (as negotiated in supervision) and in the annual appraisal process. To attend conferences and meetings, and undertake training as required.
- To hold an NVQ2 in Childcare and Education (or equivalent ) or ability to meet entry requirements and a commitment to undertake this within two years of taking up post

### **Other**

The post holder is expected:

- To uphold the principles of Acorns 2 Oaks Ltd. and to protect its good name in all aspects of the job.
- To maintain a flexible approach to work in response to the needs of children and families - this may include working evenings or weekends.
- To undertake any other duties as may be reasonably required within the scope of the post from time to time.
- As a member of the West Collaboration team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

## Childrens Centre Assistant

### Person Specification

<u>Qualifications</u>	<b>Essential</b>	<b>Desirable</b>
1. Level 2 NVQ/VRQ in Play Work (or equivalent)		
<u>Skills and Abilities</u>		
2. Ability to assess children's developmental needs		
3. Ability to assess children's learning through play	√	
4. Ability and willingness to plan and review their work with line manager as well as with colleagues	√	
5. Ability to record and present their play work practice as required	√	
6. Ability to maintain records for the planning, monitoring and evaluation of the work	√	
7. Be a confident user of ICT	√	
8. Ability to communicate and consult effectively with colleagues, line managers and others as required	√	
9. Ability to organise your own work routines effectively with the support of your line manager	√	
10. Ability and willingness to engage in teamwork with staff at all levels including those from other agencies	√	
11. Ability to communicate and consult effectively with colleagues, line managers and others as required	√	
12. Ability to communicate and consult effectively with parents and carers as required	√	
<b>Knowledge</b>		
13. Knowledge of Health & Safety legislation and its application in play work	√	
14. Knowledge of the Early Years Foundation Stage Framework	√	
15. Understanding and awareness of current issues in Early Years and Play work and knowledge of national standards of practice	√	
16. Knowledge and understanding of equalities issues and ability to integrate into daily practice	√	
17. An understanding of the diverse needs and interests of children	√	

## Person Specification contd.

		Essential	Desirable
<b><u>Experience</u></b>			
18.	Experience of working with children in a play work or similar setting, in either a paid or voluntary capacity.	√	
18.	Have proven ability to initiate, develop and maintain relationships with children and their families	√	
19.	Experience of assessing children's developmental needs	√	
20.	Experience of using the resources available to the project, to design and implement learning opportunities for these developmental needs to be met	√	
21.	Experience of using their initiative and taking lead responsibility for some specific areas of work with children.	√	
26.	Experience of planning, recording and evaluating Play Work	√	
27.	Experience of working effectively within a team setting	√	
<b>Other</b>			
28.	Ability to meet the sessional requirements of the work e.g. days, times and in differing locations within the neighbourhood covered by the work base and some weekends	√	
29.	Willingness and availability to attend and successfully complete any appropriate training (as negotiated at interview and subsequent supervision meetings), to further your own skills and professional development	√	
30.	Ability to work within, and with, the values of Early Years and Play Work in general and the values of this work at Acorns 2 Oaks Ltd. in particular	√	
31.	Good numeracy and literacy skills	√	