# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Early Years Practitioner

# Department: Children’s Services

# Grade: [Single Status 8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Community Support Manager

# Responsible for:

# Purpose of the Role:

You will be part of a dynamic team of professionals delivering a high quality 0 – 19 service across East Sussex, which includes Health Visiting, Youth Services, Keywork and Early Years Community provision. This role sits within the Community strand of the 0 - 19 Early Help service providing rich learning environments that support children’s individual and diverse motivations, interests and needs from pre-birth into early childhood. We give priority to working in partnership with parent/carers as we recognise the crucial difference they make to their child’s early development and education. The role also includes delivery of parenting programmes as well as direct work with parent/carers and their children and provision of high quality creche facilities.

Contribute to the Family Hubs Start for Life Offer for families with children 0- 5 years (including Early Language and Home Learning Environment, Parenting, Healthy Lifestyles and Parent-Infant Relationships).

As a Senior Early Years Practitioner, you will supervise, support and give practice guidance to a team of Early Years Practitioners, who will report directly to you on a day-to-day basis.

The role will also include overall responsibility for the quality of planning, risk assessment, organisation delivery and evaluation of high-quality crèches, one to one interventions and group work, for families with children aged 0-5 years old across a defined geographical area; underpinned by the principles of the Early Years Foundation Stage (EYFS).

# Key tasks:

1. Supervise, support and give practice guidance to a team of Early Years Practitioners, who will report directly to you on a day to day basis.
2. Work as part of the Early Help 0-19 Service and with partner agencies to organise and facilitate early years interventions and groups, taking overall responsibility and coordination of day-to-day running of these in a geographical area.
3. Liaise and work in partnership with a multidisciplinary Early Help team and relevant professionals and organisations to ensure a joined-up approach to the delivery of family support across interventions and groups.
4. Ensure the team of Early Years practitioners provide and maintain a welcoming EYFS enabling environment, as well as ensuring the Family Hubs programme agenda and Start for Life key messages are embedded within these environments, both indoors and outdoors and deliver high quality EYFS provision modelling quality interactions for parents / carers and encouraging them to fully engage with their children.
5. Ensure the quality of creche, group and individual provision supports the identified needs of the children and families to meet desired outcomes, through regular monitoring of data capture (including feedback from families) together with live supervision.
6. Encourage parent participation in the development of Family Hubs.
7. Assist volunteers in delivering high quality EYFS drop in groups, role modelling supporting and mentoring where appropriate.
8. Monitor and ensure that all data and impact is recorded appropriately and within deadlines.
9. Analyse outcome data with the Community Support Manger to identify challenges and improvements.
10. Ensure that the welfare of the child is always paramount. To identify and report on safeguarding concerns and to understand and follow safeguarding policies and procedures, supporting Early Years Practitioners with risk and decision making on a day-to-day basis.
11. Research, signpost and encourage families to access services that could offer appropriate support.
12. Work flexibly and support staff in the delivery of services across the Early Help Service 0-19, including working across defined geographical area and travel between sites in a timely manner.

# PERSON SPECIFICATION

# Essential education and qualifications

* Recognised level 3 qualification in Early Years Care and Education.
* [QCF level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in English and Maths or ability to pass assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Organisational skills.
* Ability to provide a stimulating, caring and safe environment for all children
* Ability to manage conflict using negotiation skills
* Ability to communicate effectively especially with parents, using interpersonal skills
* Ability to recognise, value and build on families own strengths.
* Ability to keep clear and accurate records and to undertake general administrative tasks using basic ICT skills
* Ability to work in a sensitive non-judgemental manner and to respond to families’ individual needs
* Ability to converse at ease with customer and provide advice in accurate spoken English
* Ability to guide, support and direct other practitioners.
* Ability to plan and deploy staff to meet the needs of the service.
* Ability to reflect on own practice and identify areas of development.
* Knowledge and understanding of the Early Years Foundation Stage.
* Knowledge of child development 0-5 years.
* Knowledge of the Family Hubs and Start for Life Programme.
* Understanding of and a commitment to working within a community development framework.
* Knowledge and understanding of child protection issues.
* Awareness of Health and Safety issues.
* Experience of working with children 0-5 years old and their families in a group setting.
* Experience of working as part of a team
* Willingness to undertake training to support continuing professional development.
* Self-motivational approach to work.
* Ability to motivate and enthuse others.
* Ability to work independently.
* Ability to work flexibly.
* Ability to meet the travelling requirements of the role.
* Able to work occasional unsociable hours.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Valid First Aid qualification or a willingness to undertake one.

**Document version control:**

Date created/amended: January 2023

Name of person created/amended document: JP

Job Evaluation Reference: 12970

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |