

Job Title: Early Year's Assistant

Salary: £7.50 per hour

Reporting to: Early Years Supervisor

Location: Lisburn Sure Start Area

Hours of work: 24 hours per week (Temporary position until 31 March 2018 in the first instance)

### **Main Task**

Lisburn Sure Start is currently seeking to recruit an Early Years assistant. The ideal candidate will be able to provide a range of coordinated services to families with children pre-birth up to the age of 4 years.

As a member of the Sure Start team, you will be expected to offer flexible support and services to children aged 0-4 and their families. This service will include both group and individual work in a variety of settings - including community centres. We are looking for someone who is passionate about child development; dynamic in their approach to working with families and innovative in how they deliver play services to encourage children's social, emotional and physical development. An ability to adapt to change is essential as is the flexibility and a willingness to work across all Lisburn Sure Start services, as necessary.

### **Key Responsibilities**

1. To contribute to the delivery of services designed to improve the wellbeing and opportunities for children aged 0-4 and their families.
2. To assist in the provision of a safe, stimulating and varied programme of play, for children up to the age of four, suitable to the children's age and stage of development.
3. To promote the social, emotional, physical, creative and intellectual development of children and to work in the interest of children at all times.
4. To ensure preparation and maintenance of all facilities required, such as rooms, material and equipment and ensure all resources are left clean and tidy after sessions.

5. To ensure a good standard of hygiene and safety and observe all relevant health and safety guidelines.
6. To contribute to the maintenance of records, including daily observations in a clear, detailed and accurate manner and in accordance with policies and procedures.
7. To develop supportive relationships with parents/carers and encourage the development of activities to promote parent/child interaction.
8. To ensure confidentiality of information relating to children and their families at all times.
9. To submit reports as required.
10. To participate in induction and training programmes, meetings and supervision as required.
11. To be able to work both within team and use your own initiative to effectively plan and deliver relevant services.
12. To deliver a quality service, adhering to Lisburn Sure Start and Bryson Charitable Groups, policies and procedures.
13. To provide support and practical help to children and their families that facilitate the development of resilience, confidence and improved long term outcomes.
14. To contribute to the development and delivery of services within the Sure Start programme.
15. As part of the wider team your role will include maintaining good relationships with other agencies such as community groups, playgroups and parent and toddler groups.
16. To ensure the Safeguarding of children at all times in accordance with policies.
17. To undertake any other relevant duties as considered appropriate by the Coordinator or Management Committee.

**TERMS AND CONDITIONS:**

<b>Length of Contract:</b>	Temporary until 31 March 2018 in the first instance. To be reviewed monthly from 31 March 2018.
<b>Salary:</b>	£7.50 per hour
<b>Hours:</b>	24 hrs per week (Monday – Thursday 9 am – 3.30 pm)
<b>Holidays:</b>	12 Statutory days 20 Annual leave days (Pro Rata)
<b>Probationary Period:</b>	6 months
<b>Notice:</b>	1 month

**BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES**

**BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES**

**BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS**

**ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE**

**ALL SOCIAL CARE STAFF WILL BE REQUIRED TO REGISTER WITH THE NORTHERN IRELAND SOCIAL CARE COUNCIL AT THE APPROPRIATE TIME.**

**ALL BRYSON CARE CHILDREN'S SERVICES STAFF ARE REQUIRED TO COMPLY WITH AN ACCESS NI CHECK PRIOR TO COMMENCING EMPLOYMENT WITH BRYSON CHARITABLE GROUP**

**N.B. If a staff member leaves employment within the 6 month probationary period the £33.00 ACCESS NI fee will be recouped**

## **BRYSON CARE CHILDREN'S SERVICE**

### **PERSONAL SPECIFICATION**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>To be tested</b>
Qualifications	<p>Minimum of QCF Level 3 Child Care qualification or:</p> <ul style="list-style-type: none"> <li>• NVQ Level 3 Children's Care, Learning &amp; Development</li> <li>• NVQ Level 3 in Childcare and Education</li> <li>• NVQ Level 3 in Caring for Children and Young People</li> <li>• NVQ Level 3 Early Years Care and Education</li> <li>• NVQ Level 3 Playwork</li> <li>• NNEB Level 3 Diploma in Nursery Nursing</li> <li>• CACHE Level 3 Diploma in Child Care &amp; Education</li> <li>• CACHE Advanced Diploma in Child Care &amp; Education</li> <li>• BTEC Higher National Diploma in Childhood Studies</li> <li>• BTEC National Diploma in Childhood Studies</li> <li>• Degree in Early Years Education</li> <li>• Degree in Early Childhood Studies</li> </ul>	√		On Application form
Experience	Minimum of 6 months paid employment working in an early years setting	√		On Application Form
Education	Good level of written and oral communication	√		On Application Form
Knowledge	Demonstrate knowledge of early childhood education and development through play	√		At Interview
	Experience recording observations and record keeping	√		At Interview
		√		
Skills & Aptitudes	Skills – e.g. Communication, Organisational, Observation, Report writing, File recording.	√		At Interview
	Ability to maintain confidentiality and a sensitive approach to people in need	√		At Interview
	Ability to communicate, liaise and co-operate with professionals	√		At Interview
Mission & Values	Candidates must respect the Vision, Mission & Core Values of Bryson Charitable Group	√		