**Job Description**

**Job Title**: Early Years Development Worker

**Hours:** 20 per week

**Salary:**

**Responsible to**: Management Committee

**Reports to**: Sure Start Co-ordinator

**Location**: Beechmount Sure Start, based at Blackie River Centre

**Job Description**

**The role of the Play and Development Worker is to offer quality, evidence-informed early childhood play opportunities to children aged from birth to three years, in a home or group-based location. You will be required to provide advice, information and support, as well as role model, to parents and carers on play and development with young children. You will be required to deliver a range of play-based programmes and activities across the Sure Start area. You will be required to provide advice, information and support to parents and carers on child development, and the importance of play with young children. Working in partnership with all members of the team, especially the Speech and Language Therapist, you will be required to plan and provide individual play and language-based activities as required.**

**Key Tasks**

**Provision of Play and Early Years Development Advice and Support**

Provision of Play Development Advice and Support

• Promote an understanding of the importance of quality play for young children’s development through age and topic specific play programmes

• Design and deliver a series of play and development workshops, programmes, activities, and group-based sessions which will help improve children’s cognitive, social, communication, emotional, and physical development and nurture a love of learning; and that will have an impact on improving outcomes for children.

• Provide 1:1 and/or home-based support and advice to families on all aspects of play and development.

• As part of the SureStart team and in partnership with families, promote and facilitate positive parenting and enhancement of the role of parents as first educators.

• Sign posting and provision of parenting information.

**Work with parents/carers**

Promote an understanding of the importance of quality play for young children’s development, help educate parents on the following:

•on how to support a child’s communication skills.

* On ways to increase creative and imaginative play opportunities

• Of the importance of quality play for young children’s overall development.

• Positive parenting and enhancement of the role of parents as first educators.

• Ensure that families are encouraged and facilitated to access services and support them in building networks in the community.

• To liaise with SureStart staff and provide relevant information regarding SureStart to registered families.

• To take part in and assist in the organisation of special events, outings, visits and any other activities as required.

 • To take part in and assist in the home visits and any other Surestart activities as required.

• To encourage parents’ active involvement in providing an early start to a child’s play, learning and development.

**Monitoring / Reporting**

• To maintain appropriate records both written and computerised

• To monitor and evaluate progress in line with SureStart monitoring and evaluation systems.

• To provide the progress reports as required to the Project Manager.

**Health and Safety**

• To ensure that the programmes are appropriately planned before commencement and organised at the end and that good standards of health and hygiene are followed and that equipment and the environment is risk assessed and checked regularly for repair.

 • To ensure the overall safety and well-being of the children.

• To carry out and oversee manual handling duties reducing the risk to all involved in line with manual handling guidelines.

• To ensure all duties are carried out in compliance with our Health and Safety Policy

• To work with the team to ensure that all SureStart policies and procedures are adhered to at all times and all written records are appropriately maintained in accordance with SureStart.

**Safeguarding**

• To adhere to SureStart Safeguarding Policy and Procedures.

• To ensure effective record keeping in line with policy.

• To work in a confidential and professional manner that recognises the importance of the welfare and safety of children and their families.

**General**

• To be committed to personal development and growth.

• To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.

• To demonstrate commitment by regular attendance and the efficient completion of tasks allocated.

• To promote SureStart Programme.

• Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.

• To carry out any other duties falling reasonably within the competence and capability of the post holder.

* + - * To ensure confidentiality of information relating to children and families at all times
* Maintain records of observation, assessment and planning
* To attend training and meetings as appropriate
* To submit reports as required
* To keep a record of attendance as required
* To comply with Sure Start policies and procedures and be aware of and work in accordance with relevant legislation at all times
* To undertake any other relevant duties as considered appropriate by the Sure Start Project Co-ordinator
* To participate in and assist in the organisation of special events, outings and any other activities as required
* To participate in induction and training programmes, meetings and supervision as required.
* To contribute to the development and delivery of programmes and training within Sure Start
* Good communication skills.
* Willingness to train and develop skills.
* To have an overall understanding of the importance of children’s needs and rights.
* To work within the aims and objectives of the Beechmount SureStart/Blackie River Community Group

The duties and responsibilities outlined above are not meant to be definitive nor restrictive and may be modified to meet changing needs.

**Personnel Specification**

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|  | Essential criteria | Desirable criteria | How assessed |
| Education and training | NVQ Level III Childrens Care Learning and Development (CCLD) or equivalent | A degree in early childhood care and education, health and social care, or equivalent.Safeguarding training, including A.C.E.Paediatric first aid training | Application form and certificates |
| Experience | A minimum of Two years’ recent experience working with young children gained in a group based early years setting. | Knowledge of working with children with additional needsKnowledge of supporting children to develop communication skills. | Application form and interview |
|  | Experience of facilitating group-based activities with adults. | Demonstrate an understanding of the importance of age-appropriate quality play for a child’s development. | Application form and interview |
| Knowledge | A knowledge and understanding of child development and children/ family need.An understanding of the importance of quality play provision for children’s developmentAn understanding of the importance of parental involvement, and their role as their child’s first educator, in early years | Demonstrate knowledge of Sure Start and the principles of partnershipDemonstrate an understanding of the issues facing families in West Belfast | Application form and interview |
| Abilities | To work co-operatively within a team.Ability to plan, deliver and evaluate play based programmes.Ability to work in a range of locationsAbility to lift/move large and bulky items of equipment safely | Demonstrate motivation and ability to work in co-operation with other team members as well as on their own.Applicants should have experience in planning and prioritising their own workDemonstrate an ability to work flexible hours and locationsDemonstrate an ability to lift/move equipment safely | Application form and interview |