

**First Steps Enterprise Limited &
Tuebrook/West Derby Children Centre
Job Description: Family Activity Practitioner
Fixed Term: 30th September 2017
Wage: £8.35 per hours
Number of hours: 28 hours over 4 days per week**

Summary of Post & Key Responsibilities

Tuebrook & West Derby Children Centre are currently recruiting a qualified Family Activity Practitioner (Level 3 or above) to join our team. We are seeking an enthusiastic team member who has a minimum of twelve months experience working with young children & families, who is passionate about delivering quality childcare and making a positive difference in the lives of children and their families.

The role of Family Activity Practitioner will support the Core Staff in the delivery of Early Learning Groups, working with Parents enabling them to support and enhance their Children's learning & development, whilst promoting parent/child interactions. You will also be responsible for arranging activities and setting up sessions for children 0 – 5yrs.

The Family activity practitioner will assist in the delivery of school readiness programmes helping children & families achieve a smooth transition to nursery/ school. This will include linking with nurseries and schools within the local area.

To work as part of the children's centre team to ensure a welcoming and friendly environment for children and families at all times.

To support the delivery of crèche providing an enabling environment promoting child development

Other duties will include:

- Safeguarding children at all times
- Ensuring a safe, stimulating and exciting environment
- Promoting/modelling positive social skills at all times
- Observing, assessing, planning/organising appropriate activities
- Tracking children's progress
- Keeping all necessary records
- Building positive parent/staff/child relationships
- Responding to children's individual needs
- Work as part of a team using own initiative and taking on supervisory duties as required
- Have a comprehensive awareness of health and safety. Work in partnership with other staff within the room to ensure the highest standard of cleanliness/hygiene.

- Maintain confidentiality & professionalism at all times
- Adhering to company policy and procedures
- Post is subject to an Enhanced DBS check

Responsible to:

- Line manager – Children's Centre Manager
- Employment perspective – First Steps Enterprise Managing Director

Staff responsible for:

- n/a

Person Specification

- Level 3/equivalent in childcare/early years qualification
- At least 12 months experience working with young children aged 0-5 and their families
- Good knowledge of the Early Years Foundation Stage
- Good knowledge of the reach area/community the children's centre serves
- Practical approach to delivery
- Strong empathy skills
- Able to engage parents/carers effectively for all aspects of the community, especially those facing disadvantage – good 'people' person
- Strong communication skills
- Good record keeping and administrative skills
- Good team player and able to work on own initiative
- Motivated outlook in order to get results for the project
- Able to meet deadlines
- Flexible approach. Some evening and weekend may be required, for which a time in lieu system would be in operation.
- DBS enhanced disclosure plus two references essential

Other Details:

- Pay £8.35 per hour
- 28 hours per week
- Annual leave based on number of hours worked per week and over the work period. If sessional, these hours are added at the end. This is done on a pro-rata basis of 25 days leave. Some leave may be required to be taken in centre shut down periods.
- Place of work: Tuebrook/West Derby Children's Centre and community it serves
- Fixed-term to 30th September 2017
- This post is funded through the placement children centre.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/> CVs are not accepted.