

**First Steps Enterprise Limited &
Tuebrook/West Derby Children's Centre
Job Description – School Readiness Worker
Salary: £19, 430 per annum/35 hours per week
Fixed-term to 31st March 2018**

Primary Purpose of The Job:

To support the Children Centre Service Co-ordinator/Manager and Children Centre Team in delivering high quality Universal Early Learning Services to support children and their families and to Champion the School Readiness Agenda.

Directly Responsible To:

Children Centre Service Co-ordinator and/or Manager

Directly Responsible For:

Championing, facilitating and developing Universal Early Learning Sessions and a Toy Lending Library. To promote parental involvement in their child's learning.

This Post Is Subject to Disclosure:

Enhanced DBS and two references

Main Areas of Responsibility:

1. To champion the School Readiness Agenda.
2. To support the Children Centre Co-ordinator and Children Centre Team in the provision of support and support services for children and their families.
3. To develop the use of the Centre by parents and carers, including foster carers.
4. To facilitate Universal Early Learning services/courses and activities to support parents that addresses the School Readiness agenda in line with EYFS Legislation.
5. With other staff, provide crèche provision to support training and activities at the Children Centre.
6. To work closely with Core Team, Schools, PVI's and Childminders in the reach area.
7. To promote a language enriched environment in the early years.
8. To undertake home visits in line with promoting Book start, Home Learning and School Readiness.

9. To promote the use of the children centre's services by fathers from the local community and to support fathers in meeting the needs of their children.
10. To develop, promote and deliver the Toy Lending Library.
11. Promote the Equal Opportunities Policy of the Council.
12. To promote the safe guarding of children in accordance with the council's framework for the care and protection of children.
13. To be pro active in providing information on support services to parents and others.
14. To promote inclusion strategies within the Children Centre.
15. To attend regular supervision and personal review and development meetings as part of the performance management framework, and participate in individual and team training and development activities.
16. A commitment to work with other agencies and use common processes for children 'in need' including EHAT, Team Around the Family and lead professional roles.
17. The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder

Summary of Terms and Conditions:

- Salary: £19,430 per annum
- Number of hours per week: 35
- Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave. Bank Holidays are additional.
- If the period of work covers any Christmas shutdown period of the centre, workers will be required to take hours from their leave allocation for this for the days they normally work – e.g. if a normal working day is a Monday but not a Tuesday, the worker would take the Monday as leave but not the Tuesday (non-Bank Holiday days)
- Place of work: Tuebrook/West Derby Children's Centre, Liverpool
- Fixed-term to 31st March 2018
- This post is funded through the placement children's centre.
- Application forms can be found here: <http://firststepsenterprise.co.uk/vacancies/>

Person Specification:

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 3 in child care and education, NND, Health and Social Care qualification or equivalent.* • A commitment to undertake further training and development* 	<p>A</p> <p>A I</p>
Experience	<ul style="list-style-type: none"> • A minimum of three years' experience of providing support for children and families.* • Experience of direct work with children aged 5 and under.* • Experience of working in partnership with parents.* • Experience of collaborative and multi-agency working to support children and families.* • Experience of normal language development in children under five. (D) • Experience of working with children and families in their homes. (D) • Experience of developing services and activities that support children and parents that address areas of identified need.* • Experience of planning and evaluating sessions in line with EYFS. * • Ability to demonstrate a working knowledge of early child development birth -5 years.* • Knowledge and understanding of Children's Centre services and their aims.* • Knowledge and experience of tracking children's progress in line with EYFS. 	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A</p> <p>AI</p> <p>AI</p> <p>AI</p>
Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively, using good written and verbal skills with young children, families, other professions and multi-disciplinary organisations in a wide range situations and at different levels.* • Ability to work in partnership with parents and professionals.* • Ability to work as part of a team in supporting the day to day operation of the service.* 	<p>A I</p> <p>A I</p> <p>A</p>

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> • Ability to develop the use of the Centre by parents/carers and foster carers.* • Experience of facilitating courses and activities to support parent and family needs. (D) • Ability to work as part of a team across a range of services including health, Family Support and Neighbourhood Early Years Service etc. to support parents in meeting the needs of their children.* • Ability to support all the policies / procedures of the City Council including Safeguarding of Young Children.* • An understanding of legislation that relates to children and families.* 	<p>A</p> <p>A I</p> <p>A I</p> <p>A</p> <p>A I</p>
Commitment	<ul style="list-style-type: none"> • An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. * • A commitment to Sure Start aims, objectives and principles. * 	<p>A I</p> <p>A I</p>
Other	<ul style="list-style-type: none"> • This post is subject to Enhanced CRB Disclosure* • To undertake training and supervision as required by management.* • To work flexibly to support the overall operation of the centre.* • Computer and IT familiarity. • A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to a disability and/or pregnancy).* • To work flexibly to support the overall operation of the centre. (Occasional weekend and evening work required).* • Willingness to travel between early year's settings and nurseries as required either by car or public transport. * 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>