



JOB DESCRIPTION for EARLY YEARS WORKER EARLY YEARS AND FAMILY SUPPORT SERVICES

Base: Various

Accountable to:

- **The Session Leader** for issues concerning the day-to-day running of the sessions.
- **The Children's Services Manager and Services Director** have overall responsibility for the sessions and are available for any other questions you may have.

Induction/Performance Review (Supervision)

To participate fully in both these processes in order to monitor and develop to full potential.

Job Summary:

- To take responsibility for ensuring children and their parent/carers are welcomed and supported in the sessions.
- To facilitate their maximum participation in the activities provided.
- To listen without judgment to families to gain an understanding of what support is needed.
- To provide information and support to help meet family needs.
- Prepare refreshments for parent/carers
- To support and guide volunteers and to assist in the running of the sessions adhering to policies in all work practice.
- To raise any risks/issues you identify within the session.
- To respond to any communications in a prompt and timely manner in order for effective planning to take place.

SPECIFIC RESPONSIBILITIES

Prior to the families arriving and after leaving

- To be punctual and arrive on time and ready to participate in the session.
- To prepare equipment at the beginning and help clear away at the end of each session ensuring that all equipment is properly stored away in its allotted storage area.
- Respect any equipment being used, reporting damage, theft or loss immediately.
- To ensure that the area is left secure - windows and doors closed, electrical equipment off, blinds shut and lights off.
- To be responsible for any area that requires cleaning and tidying at the end of each session.



- To attend, participate and contribute to the briefing and debriefing, ensuring that you have a clear understanding of the session.
- To assist in any other preparations.
- To assist in the evaluation of play and development opportunities provided to the children.
- To build up knowledge of local support services to families, especially SEND services
- To carry out any other tasks as directed by the session leader.

During a Session

- To ensure that all families are welcomed in accordance with our equal opportunities policy.
- To participate fully and enthusiastically in all the activities.
- To be patient and understanding with the families being supported.
- To seek advice and assistance from the session Leader or other team member when unsure about how to ensure a child can participate meaningfully.
- To be responsible for any child entrusted in your care, ensuring that you enable the child to access the activities, and enjoy the session.
- To support the care needs of the child in consultation with the parent/carer and within your own trained competencies.
- To give child as much control and choice as possible during activities.
- Be responsible for your own health and safety as well as others.
- Be aware of and raise any concerns of risks during every aspect of the day.
- To be empathetic towards support parent/carers and provide them with information around their child’s and family’s needs.
- To pass on any information to the session Leader about the needs of families as appropriate.
- To support and supervise the Volunteers, whenever required
- To refer the Volunteers to the session Leader for any issues you are unable to help them with.
- To continue to familiarize yourself with policies and procedures and follow these at all times.
- Report and ensure that all incidents are recorded as appropriate.

The most important point is to relax, be enthusiastic and have fun!

Person Specification –EARLY YEARS WORKER

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Personal Qualities	Essential	Desirable
Ability to work in a team	X	
Commitment to Equal Opportunities	X	
Ability to work under pressure with minimum supervision	X	



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Ability to use own initiative within delegated authority	X	
Good communication skills with young people, parent/carers and staff	X	
Ability to relate sensitively with parents/carers	X	
Ability to motivate self and others	X	
Organisational skills	X	
Empathy with parent/carers and young people's needs	X	
Willingness to learn about special needs	X	
Has a flexible approach to work	X	
Planning skills	X	
Ability to relate sensitively to a wide range of young people/families	X	
Effective Time keeping Skills	X	
Good listening skills	X	
Enthusiasm	X	
Commitment and reliability	X	
Caring	X	
Professional manner	X	
Ability to respond creatively and imaginatively to situations	X	

Work Experience	Essential	Desirable
Early years' experience	X	
Experience in working with young people with disabilities/special needs		X
Experience within a play environment		X
Experience in managing challenging behaviour		X

Knowledge	Essential	Desirable
Cerebral Palsy		X
Epilepsy		X
Special Needs/Disability Awareness		X
The value of play in young person development		X
The role of the voluntary sector		X
The role of the statutory sector		X
Safeguarding		X
Risk Assessment		X
Basic Health and Safety		X
Confidentiality		X

Qualifications	Essential	Desirable
child care or related Qualification		X
NVQ level 2		X



First Aid		X
Moving and handling Training		X
Food Hygiene Certificate		X