

## JOB DESCRIPTION

<b>Job title:</b>	Early Years Practitioner
<b>Service:</b>	Mother and Baby Unit HMP Styal
<b>Salary:</b>	Grade 2 Point 11 - 15
<b>Hours:</b>	22 hours per week
<b>Location:</b>	HMP Styal, Wilmslow
<b>Responsible to:</b>	Early Years Worker

The role is subject to enhanced DBS and HMP vetting.

### Key tasks and responsibilities:

1. Provide nursery care, whilst continuing to develop and improve nursery provision, working with parents to lead on positive play activities.
2. To have knowledge of the Early Years Foundation Stage (Level 3 min qualification) and have the skills to plan, deliver and evaluate nursery and crèche sessions, which will enhance children's learning and development. Identifying children who need additional support and to liaise with the team, parents and outside agencies to allocate the correct support.

### Person Specification

1. A recognised qualification or certification in Early Years (Level 3 minimum).
2. To have knowledge of the Early Years Foundation Stage and have the skills to plan, deliver and evaluate nursery sessions, which will enhance children's learning and development, identifying children who need additional support and co-ordinate appropriate services.
3. Provide nursery care, whilst continuing to develop and improve nursery provision, developing parent partnerships with parents to lead on positive play activities.
4. Taking responsibility of key-children. To deliver a string key-person approach, ensuring all paperwork is documented to the highest standard.
5. Experience of working with families that face multiple barriers including family relationships, social stigma, housing, benefits and similar.
6. Experience of robust themed planning to enrich learning for children.
7. Experience of identifying, recording and managing risk in relation to children and adults ensuring prison protocols and Family Action safeguarding procedures are compliant.
8. Skills in communicating within team settings, directly with families and children and with multi-disciplinary colleagues and services to provide in-depth support to mothers and children.

9. Compiling evidence files with clear recording of how children are tracked in line with the EYFS to show impact of the nursery provision.
10. Ability to plan, priorities and work under pressure, adapting to new models and change as required. Working with the team in using the local environment regularly to enhance learning opportunities.
11. Skills in developing partnerships with families and professionals using a variety of methods and approaches.
12. To adhere to the systems for referral and reporting, ensuring at all times confidentiality and professional boundaries are maintained and to ensure that effective filing systems are maintained with appropriate information to ensure that all monitoring and statistical data is available.
13. To promote a positive image of Family Action, representing the organisation and the project to increase professional and public awareness of all the organisations work and of the views and needs of service users.
14. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
15. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community
16. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. Willingness to undertake training.
18. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being people focused
  - b) Reflecting a 'can do' approach
  - c) Striving for excellence in everything we do
  - d) Having mutual respect for everyone we work with, work for and support through our services
19. To work flexibly as may be required to suit the needs of the service and carry out any other reasonable duties as required.