

## Sidings Community Centre Early Years Centre Services

### **Basic Aims of Sidings Early Years Centre Services (EYCS)**

Sidings Community Centre's Early Years Service aims to provide an integrated programme of high quality childcare and a range of other early years services for children aged 0 - 4 years. As of 2017, this includes our weekly Ofsted registered childcare service, term-time drop-Ins for Parents and Toddlers and some creche provision to support parents attending classes. These services will be delivered within a child-centred ethos, which will foster and nurture the physical, social, emotional and intellectual development of all children attending those services to enable them to reach their full potential. We will offer advice and information to parents & carers, to assist them in accessing other local services for young children, and encourage use of Sidings Community Centre's wider programme of activities which can help improve the overall prospects of local families with young children.

Our Early Years Services will work in partnership with parents/carers and other key partners offering early years services, in particular LB Camden's Integrated Early Years Service, local schools, Kilburn Grange Children's Centre (KGCC) and other EYS providers and support services. Sidings EYCS will operate within the guidelines of current legislation and recommended good practice pertinent to Early Years Service Providers and will aim to meet all aspects and requirements of the Early Years Foundation Stage Framework.

As an integral service within Sidings Community Centre, we aim to ensure our EYCS continues to meet the ongoing and changing needs of local families with children aged 0 – 4 years, by providing services which are flexible, integrated and affordable, thereby enabling parents with young children to access work and study opportunities as they arise, and to feel supported in their role as parents of young children. Sidings EYCS is a recognised provider of the new 30 hours childcare for working families, and for Camden residents, if eligible, the 30 hours free childcare 'Enhanced Offer'.

Our EYCS services are underpinned by the overarching principles of the Early Years Foundation Stage Framework, which are:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured;
- children learn to be strong and independent through **positive relationships**;
- children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- **children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Sidings EYCS believes that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

All staff working in our EYCS must aspire to work within these guiding principles and aims.

**Position: Early Years Deputy Co-ordinator (Temporary position for Maternity Cover Oct 17 – Aug 18)**

**Hours:** 37.5 hours per week

**Times and Days: (Term-time Service)** Monday – Friday 8.45am – 4.15pm

(8.45am preparation for delivery of activities, face-to-face childcare service from 9am to 4pm, 4pm – 4.15pm clear up time). Hours may be slightly flexible during school holidays subject to prior mutual agreement.

**Salary Rate: £27,300pa** (full-time 37.5 hours per week).

**Terms & Conditions:** Postholder will be offered our Contract of Employment as applied to temporary & fixed Term Posts

**Annual Leave:** Postholder will be offered the statutory entitlement of 28 days per an, which includes bank holidays.

**Sick Pay:** As per Statutory Entitlement

SCC's HR procedures and policies are contained within our HR Staff Handbook which will be issued upon confirmation of employment.

**General Duties and Responsibilities:**

- 1) To foster the physical, social, emotional and intellectual development of all children attending Sidings Community Centre's Early Years Centre Services, including those who may have additional or Special Education Needs.
- 2) To provide and develop a comfortable, safe, stimulating and welcoming environment which provides consideration of families ethnic, cultural and linguistic backgrounds and consideration for children's gender and different abilities
- 3) To work in partnership with parents & carers, individually and in groups, and demonstrate a welcoming and supportive attitude.
- 4) To be aware of the need to provide support and/or signpost families identified with complex needs
- 5) To attend curricula planning and other EYCS briefing or planning meetings as requested.
- 6) To keep up to date with current good practice and EYFS Framework requirements by attending courses, training sessions, and workshops as required
- 7) To work within the Centre's policies and procedures, with particular reference to Safeguarding Procedures which include EYS Risk Assessment, Health & Safety, Fire and Emergency, and Child Protection procedures.
- 8) To promote the Centre's Equal Opportunities Policies
- 9) To undertake other duties within the wider EYCS as required by the Centre, within the skills set of this post.
- 10) To be an active and positive member of a multi-disciplinary team working in partnership with colleagues and offering support as necessary.
- 11) To observe confidentiality at all times

**Specific Responsibilities:**

- 1) To take particular responsibility for ensuring EYFS curricula is delivered to a high standard across the service, and work closely with the EYCS Co-ordinator to ensure children's progress is monitored by all staff within agreed reporting systems, and ensure that final monitoring is completed to a high standard of consistency and moderation
- 2) To perform the role of a key worker in the Early Years Childcare Services and ensure that the requirements of the EYFS framework are fully met and that children work towards achieving the Early Learning Goals to their maximum ability and potential by:
  - participating in planning and implementing a high standard curricula offer which meets the prime and specific areas of learning

- helping to set up activities related to the EYFS curricula in the morning and clear away equipment and resources at the end of the day
  - Monitoring and recording children’s progress as they develop, carrying out appropriate observations and assessments and keeping children’s records up to date to the highest possible standards
  - When appropriate, offering particular support to develop our response to younger children aged 2 years, particularly those within the 2 Yr Old Free entitlement
  - If and when appropriate, to undertake the role of “link” worker to assist those children transferring from the morning to the afternoon sessions, particularly if transferring between the “rainbow room” and “sunshine room”, by ensuring their key worker has relevant information passed to maximum benefit for children in extended childcare.
- 3) To help maintain good standards of hygiene, and comply with our Risk Assessment Procedures and report any health & safety hazards to the EYCS Co-ordinator, and/or Centre Manager in their absence.
  - 4) To work closely with the EYCS Co-ordinator and help monitor the overall well-being of children within Sidings EYCS
  - 5) To undertake any other duties as required by the EYCS Co-ordinator to assist in the overall smooth running of the EYC services
  - 6) To take on key responsibilities as Deputy EYCS Co-ordinator in the event of the EYCS Co-ordinator being absent. This will include -
    - To be the person to whom all EYCS Staff report any concerns regarding settings practice or staffing issues
    - To ensure the EYFS curricula is implemented as applicable and delivered according to the setting practices and agreed curricula planned programme
    - To take on the Designated Lead for Safeguarding in the EYCS Co-ordinator’s absence, and also the temporary role of SENCO
    - To ensure daily Risk Assessments are carried out
    - To undertake any essential admin duties which ensure the smooth running of Sidings EYCS services. In the event of this happening, the centre will arrange additional cover to enable these duties to be performed, as and when required.

The Early Years Deputy Co-ordinator can expect some office-based time during certain weekday afternoons to fulfil essential EYFS reporting tasks and assist in key admin and organisational roles as determined by the EYCS Co-ordinator. There will also be time allocated to a lunch break.

**Responsible to:**

- 1) Early Years Centre Services Co-ordinator
- 2) The Centre Manager and ultimately Sidings Community Centre’s Board of Trustees

**Functional Links:**

- Centre Manager and Centre Board of Trustees
- Early Years Centre Services Co-ordinator who is also the SENCO and Safeguarding Lead
- Other staff members of the Early Years Staff Team
- Sidings Community Centre’s Staff Team
- Key agencies and partners such local Children’s Centre and London Borough of Camden (IEYS)
- Parents & Carers as and when relevant

## **Person Specification:**

### **Qualifications and Experience:**

#### **Essential:**

- 1) Minimum NVQ3 or equivalent (in Childcare or Children's & Young People's Workforce) or higher (eg NVQ4, Foundation Degree or BA in Early Years Childhood Studies)
- 2) Proven experience of working with young children in a OFSTED Registered setting
- 3) Proven experience of assisting in the planning and implementation of the EYFS curricula and framework requirements
- 4) Evidence of Safeguarding and First Aid Training to a satisfactory level.

### **Knowledge and Understanding:**

#### **Essential:**

- 1) A good knowledge and understanding of the EYFS Curriculum requirements for the prime and specific areas of learning
- 2) An understanding of the Special Needs Code of Practice
- 3) An understanding of responding to children and families from different ethnic & minority communities
- 4) An understanding of the importance of confidentiality
- 5) Awareness and knowledge of Safeguarding and Child Protection Procedures
- 6) An understanding of Equality and Diversity

#### **Desirable:**

- 7) An understanding of working in a voluntary sector agency delivering childcare

### **Skills and Abilities:**

#### **Essential:**

- 1) The ability to perform the role of a key worker to children aged 2 – 4 years
- 2) The ability to work positively and effectively as part of a multi-disciplinary team
- 3) Experience of dealing with external agencies related to Early Years Services (when appropriate)
- 4) The ability to deal sensitively with parents and observe confidentiality
- 5) The ability and willingness to operate systems for monitoring, evaluation and quality assurance across the service
- 6) The ability to communicate clearly both orally and in writing
- 7) Good IT and admin skills to assist in the overall running of the EYCS and also electronic monitoring systems

#### **Commitment:**

- 1) A commitment to the implementation of good practice within the EYFS framework and EYCS policies and procedures
- 2) An undertaking to operate within all policies and procedures of Sidings Community Centre which will include HR procedures as outlined in our Staff Handbook, Sidings EYCS Safeguarding & Child Protection Procedures, Adult Safeguarding, and other key policies and procedures which will be given to all staff during their induction week.
- 3) A commitment to and an understanding of Equal Opportunities and the ability to promote Cultural Diversity throughout the service
- 4) An understanding of health & safety in the workplace and how to implement it
- 5) A willingness to undertake training as and when required

The above position will be subject to the provision of satisfactory DBS clearance.

*(revised 6-9-17)*