

## 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 it's 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.

## **Post: Early Years Special Needs Assistant**

**Temporary Position: October 2017 – December 2017** *(post may be extended according to funding available)*

**Total Hours per week:** 30 hours per week (Term-time only)

**Days:** Monday – Friday

**Times:** 9am – 3pm

**Rate of Pay** £10 per hour

All statutory Entitlements apply.

### **General Duties and Responsibilities:**

As an Early Years Special Needs Assistant you will be working as part of the Early Years Team and expected to contribute towards the aims of the Early Years Service as follows:

- 1) To help foster the physical, social, emotional and intellectual development of all children attending Sidings Community Centre's Early Years & Children's Centre Services, including those who may have additional or Special Education Needs.
- 2) To help 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, and demonstrate a welcoming and supportive attitude.
- 4) To attend courses, training sessions, and workshops as required to keep up to date with current good practice and EYFS Framework requirements
- 5) 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, Special Needs Code of Practice and Child Protection procedures.
- 6) To promote the Centre's Equal Opportunities and Diversity Policies
- 7) To undertake other duties as required by the Centre, within the scope of this post.
- 8) To be an active member of a multi-disciplinary team working in partnership with colleagues and offering support as necessary.
- 9) To observe confidentiality at all times

### **Specific Additional Needs Support Worker Duties and Responsibilities:**

- 1) To work under the direction of the children's key worker(s) at all times, and within the overall direction and supervision of the EYCS Children's Centre Co-ordinator
- 2) To perform the role of Early Years Special Needs Assistant within Sidings Early Years Centre Services by assisting the child/ren's Key Worker(s) to help ensure that the requirements of the EYFS framework are fully met and that children in your care work towards achieving the Early Learning Goals to their maximum ability and potential by:
  - assisting in the delivery of a curricula programme which is agreed with the child/ren's Key Worker to help children you are supporting to achieve to the best of their potential
  - Helping to provide monitoring information to assist in recording children's progress as they develop, including carrying out appropriate observations
  - carrying out agreed the strategies and targets identified in the IEP for the child/ren in your care, as advised by their key worker
- 3) To maintain good standards of hygiene, and comply with our Risk Assessment Procedures and report any health & safety hazards to the Key Worker or EYCS Co-ordinator and/or their Deputy.
- 4) To undertake any other duties as required by the EYCS Co-ordinator to assist in the overall smooth running of the EYCS services
- 5) To be familiar with Sidings Community Centre's EYCS SEN Code of Practice
- 6) To help provide high quality supervision and care of the child/ren in your care at all times
- 7) Assist with other general duties which might arise as part of the Early Years Service as requested within your setting

**Responsible to:**

- 1) Child/ren's immediate Key Worker(s)
- 2) Early Years Children's Centre Services Co-ordinator (or deputising worker in their absence)
- 3) The Centre Manager and ultimately Sidings Community Centre's Board of Trustees

**Functional Links:**

- Centre Manager and Centre Board of Trustees
- Early Years Children's Centre Services Co-ordinator (or person deputising)
- Other staff members of the Early Years Staff Team
- Sidings Community Centre's Staff Team

**Person Specification:****Qualifications and Experience:****Essential:**

- 1) Minimum NVQ2 (in Childcare or Children's & Young People's Workforce) or other suitable qualification related to Early Years
- 2) Proven experience of working with young children aged 2 – 4 years, in an OFSTED Registered setting
- 3) Understanding and knowledge of Safeguarding as relates to young children

**Desirable:**

- 4) Training and Qualification in First Aid

**Knowledge and Understanding:****Essential:**

- 1) A good 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 the importance of confidentiality

**Skills and Abilities:****Essential:**

- 1) The ability to help deliver the EYFS curricula
- 2) An understanding of the Special Needs Code of Practice
- 3) Ability to work as part of a multi-disciplinary team
- 4) The ability to deal sensitively with parents and observe confidentiality
- 5) The ability and willingness to assist in monitoring and recording of children's progress
- 6) The ability to communicate clearly both orally and in writing

**Commitment:**

- 1) A commitment to the implementation of good practice within the EYFS framework and Children's Centre policies and procedures
- 2) A commitment to and an understanding of equal opportunities and diversity
- 3) An understanding of health & safety in the workplace and how to implement it
- 4) A willingness to undertake training as and when required

*(Sept 2017)*