



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Early Years Practitioners (EYP), Additional Needs</b>
<b>Salary:</b>	£10,164 per annum
<b>Contract:</b>	20 hours/week, 48-week contract
<b>Accountable to:</b>	Little Wings Programme Lead
<b>Location:</b>	Staff may be required to work at any Shankill Sure Start settings but will be based at the Hannah Centre

### **Role:**

The EYP will be responsible for assisting with the delivery of the Little Wings programme, in conjunction with the Programme Lead. The Little Wings programme aims to support the development of each individual child attending the programme through the development of individual development goals which will be reviewed and updated regularly. The EYP will also be responsible for developing and strengthening links between the setting and home.

### **Main Duties and Responsibilities:**

- To assist in the delivery of the Little Wings programme in conjunction with the Programme Lead
- To provide a range of play and learning activities that reflect each child's individual ability
- To carry out and record child observations/goals etc. and use these to plan appropriate activities to meet the needs of the individual child
- To liaise with the Programme Lead to ensure that appropriate support is given to each child.
- To complete and maintain records (eg observations etc.) and any other records as may be required by the Department of Education and/or Shankill Sure Start
- To write up end of year progress reports for each child, in collaboration with the Little Wings team
- To contribute to the preparation of resources for use with children in the programme and at home, as advised by the Programme Lead, CDC SLT etc.

- To take responsibility for the observation, assessment, monitoring and record keeping of children's learning and development using a variety of methods to help inform planning. This includes within the setting and within the home environment.
- To ensure that specific strategies are used appropriately, as guided by the Programme Lead eg visual strategies
- To carry out home visits (in your role as Key Worker) to children participating in the programme and strengthen the links between setting and home. This may include delivery of home programmes
- To support the delivery of parent workshops throughout the year
- To play a role in facilitating groups for children with additional needs such as parent & Toddler, Play and Discover groups etc
- To assist in the delivery of a summer Transition Scheme
- To ensure the Little Wings setting and equipment/resources used are maintained to a high standard of hygiene and safety
- To ensure the setting is set out before the session commences and is tidied up after the session ends
- To comply with the policies and procedures of Shankill Sure Start and be aware of, and work in accordance with, relevant legislation at all times
- To liaise with statutory, voluntary and community organisations involved with the child/family including, for example, CDC, ASC, Educational Psychologist, OT, CSLT etc to help ensure the child/family benefits from the provision of integrated services
- To work alongside team members respecting the different skills and contributions they bring
- To work closely with the Sure Start team and with other professionals who may provide support to the child and their family
- To work in a confidential and professional manner that ensures that client confidentiality, welfare and safety is of paramount importance
- To attend training courses, relevant to the post in order to keep up to date with developments in working with children with additional needs, and attend meetings as appropriate

- To attend daily planning meetings with the Programme Lead to develop and review individual learning programmes to ensure the continued promotion of learning, behaviour and communication skills
- To carry out any other duties that may be requested and may include providing cover in other similar programmes

#### **Working with parents:**

- To develop supportive relationship with parents/carers and help create an environment that welcomes and respects parents as partners in their child's learning and development
- To ensure that parents are kept fully informed of their child's development through regular communication. This will include facilitating meetings with individual parents throughout the year. It will also include contributing to content of a monthly newsletter and social media posts.
- To ensure a warm and welcoming approach to parents/carers, that encourages their participation and involvement in the Little Wings programme
- To develop positive relationships with parents/carers and be sensitive to their needs
- To support parents/carers to develop their understanding of how their child learns and the role they have to play in this. In doing so the EYP will provide support to parents to enable them to support their child's learning and development at home

Please note that Shankill Sure Start operates a 'No Smoking Policy' and all employees must comply with this.

Shankill Sure Start is an Equal Opportunities employer and all staff are expected to adhere to their Equal Opportunities Policy throughout the duration of their employment.

***The duties and responsibilities outlined in this job description are not meant to be definitive nor restricted and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.***



## PERSON SPECIFICATION

**Job Title:** Early Years Practitioner, Little Wings programme  
**Salary Scale:** £10,164 per annum  
**Hours:** 20 hours/week, 48 weeks/annum  
**Reports to:** Programme Lead, Little Wings

### Role:

The EYP will be responsible for assisting with the delivery of the Little Wings programme, in conjunction with the Programme Lead. The Little Wings programme aims to support the development of each individual child attending the programme through the development of individual development goals which will be reviewed and updated regularly. The EYP will also be responsible for developing and strengthening links between the setting and home.

### Essential Criteria

#### Qualifications:

- A relevant Childcare qualification, minimum Level 3 in Early Years Care and Education or equivalent

#### Experience:

- A minimum of three years' experience of working with children aged 0 – 4 years, within a group setting, 2 of which must include working with children presenting with additional/complex needs

#### Knowledge:

- Knowledge and understanding of the importance of the role of parents and carers in children's development
- Knowledge and understanding of the importance of quality play for children's development
- An understanding of child protection issues

#### Abilities/Skills:

- An ability to work as part of a team and on own initiative
- Good interpersonal skills
- A good standard of written and verbal communication skills
- A full driving licence and access to a car

#### Personal Qualities:

- Applicants should have an interest in how children learn and behave
- Applicants should really care about children, particularly those who find learning and managing their behaviour difficult

### Desirable Criteria:

- Keyhole autism training
- TEAACH
- Hanen Learning Language and Loving It