

BRISTOL CITY COUNCIL JOB DESCRIPTION

Department: Children and Young People's Services

Division: Central Bristol Nursery Schools Federation

JOB TITLE Early Years Worker

GRADE BG5

MANAGED BY Team Leader

Purpose of the Job

To Undertake: The Role of key person for children and their families:

- the care and supervision of young children receiving daycare or when participating in groups including assisting with personal care needs;
- support for the development of learning skills by young children.

Work within the relevant policies and legislation, to support the:

- physical, emotional, educational, cultural and religious needs of young children;
- effective partnership with parents/carers/service users.

Key Job Outcomes

1. Work directly with individuals and groups to:

- facilitate the holistic learning and development of young children
- meet the needs, under guidance, of disabled children and of gifted/talented children
- in consultation with parents, other appropriate staff and manager, write, implement and monitor Individual Educational Plans
- under guidance, deliver defined specialist learning programmes
- apply necessary support to promote welfare objectives so that each child is supported in learning and development
- work within a team to improve outcomes for children and their families

2. Create, store and retrieve:

- observations and photos to contribute to Learning Journeys which track children's progress records of progress
- appropriate resources and learning aids
- equipment for learning so that the learning environment is supported in achieving the goals defined by the manager.

3. Provide direct interventions to deal with and maintain:

- defined standards of cleanliness and hygiene in working areas of the nursery
- responses to simple First Aid needs
- responses to the personal needs of children, including hygiene and cleanliness so that the working environment is seen by users as welcoming and supportive.

4. Provide, where appropriate, direct guidance, advice and support to students in training based at the nursery for practical placements so that the students are aware of and comply with standard operating practices in safe working and in child care procedures.

5. Supervise Early Years Support Workers as required.

6. Work directly with other staff in meetings/reviews/case conferences to contribute to the information needed to provide for the learning and development of the individual child.

7. Plan, implement and evaluate holiday play scheme provision for children in conjunction with colleagues.

8. Work alongside and under the supervision of Early Years Practitioners and Team Leaders in delivering tailored packages of family support.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountability

A So far as reasonably practicable, the post holder must promote safe working practices to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.

B Work in compliance with the Codes of Conduct, Regulations and policies of the City

Council, and its commitment to equal opportunities.

C Ensure that output and quality of work is of a high standard and complies with current legislation/standards.