**Post:** Early Years Play and Learning Facilitator

**Hours:**  15 hours per week

**Location:** The Fields Child and Family Centre

Nuns Way Pavilion

Browns Field Youth and Community Centre

Managed by: The Project Manager

Responsible to: The Kings Hedges Family Support Project Management

Committee

**This post is subject to an Enhanced DBS (Disclosure & Barring Service) check and satisfactory references.**

**Job purpose:**

* To support the planning, delivery and facilitation of high quality, inclusive, play and learning opportunities, for families and their children.
* To provide a suitable, safe and welcoming, child centered environment, responding to the needs and interests of children and their families.
* To encourage and engage parents / primary care givers in playing together with their child/ren and to understand the benefits of quality interactions with them.
* To assist in the smooth running of the family support drop-in in accordance with the Charity’s aims.

**Nature and scope:**

**Delivery**

1. To participate alongside the babies, children and families in a varied and stimulating program of appropriate play activities.
2. To encourage, enable and support the parents/carers in playing alongside their baby / child/ren, offering positive re-enforcement and explanation of child development through play.
3. To support the parents / primary care giver in their understanding of their vital role of being their child’s primary resource for growth, learning and development.
4. To always promote and model positive examples of adult / child relationships.
5. To work alongside and support other delivery staff as part of an effective team.
6. To ensure play includes multi-cultural activities and meets the requirements of babies, children and or adults with additional needs.
7. Ensure the room is set up to look exciting, inviting and one that values the families attending, continually risk assessing throughout the session and to clear away at the end of each session.
8. To be alert to and inform the Project Manager (or the Family Support worker in her absence), of any issues of concern around a child development or wellbeing, ensuring problems are raised immediately.
9. To undertake occasional observation/monitoring of children’s developmental progress.
10. To welcome families explaining the location of facilities and signing in policy.
11. To undertake session risk assessments of venues and equipment, reporting risks / hazards and potential risks / hazards immediately and acting to remove these prior to families coming in.

**Planning**

1. To research play/activity ideas and resources that, in particular, support the prime areas of learning, modeling examples that can be undertaken within the home environment.
2. To plan and provide a range of child-led and adult initiated experiences, activities and play opportunities, both inside and outside which enable children to develop and learn.
3. To undertake daily evaluation of play/activities offered, being reflective and honest to inform future planning.
4. To undertake long term planning of play/activities to ensure it meets the Charities outcomes around play, learning and development.
5. To actively encourage parents / primary care givers in the design and planning of activities and supporting their involvement in the activity delivery, responding to the play needs and ideas of families where feasible.
6. To record parental and child involvement in planning, participation and feedback of activities / sessions.
7. To monitor supplies of art and craft/messy/sensory resources and toys, compiling a timely list of replenishment / new resources that are required.
8. To know your resources and ensure each venue has the resources required and any ‘additional resources’ are requested several weeks in advance.

**Additional**

1. To assist in the preparation of and clearing away of healthy snacks and meals within Food Health and Hygiene regulations.
2. In the absence of the Family Support Worker to undertake food shopping for the project.
3. To work in partnership within sessions, maintaining good relationships with workers from statutory and voluntary agencies working in the locality.
4. To contribute to evaluation, monitoring and development of the Charity’s provision.
5. Contribute to the care and maintenance of the venue and equipment, including ensuring toys and play equipment are regularly cleaned.
6. Ensure that appropriate standards of health and safety are maintained.
7. To adhere to the guidelines of the Children Act and to all The Charity’s Policies and Procedures that are in place.
8. Administer First Aid as appropriate.
9. To work within the defined parameters of this role and know when to refer onto the family support workers.
10. To attend relevant training opportunities.
11. To attend supervision with the Project Manager.
12. Any other duties as identified by the Project Manager to enable to safe and effective running of the project.

**Person Specification**

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|  | Essential Criteria | Desirable Criteria |
| Education &  Qualifications | * Minimum L2 Early Years Qualification | * L3 Early Years Qualification * Playwork Qualification * Pediatric First Aid * Food Hygiene Certificate |
| Experience/  Knowledge | * Good understanding of child development 0-5 * Good working knowledge of the prime areas of learning * Good understanding of child protection * Recent experience of working with children 0-5 | * Experience of working with vulnerable children and families * Experience of working with children/families with additional needs * Good understanding of positive behavior management * Understanding of the skills children need to make the transition to primary school |
| Skills & Attributes | * Empathy and understanding of children 0-5 * Good communication skills with children and parents. * Ability to keep clear and accurate records. * Good organisational skills * Ability to work as part of a team * Able to work on own initiative | * Administrative and basic IT skills |
| Personal Qualities | * Reliable, enthusiastic, and flexible * A commitment to quality in all areas * High level of motivation and enthusiasm | * Commitment to continuing professional development |