

JOB DESCRIPTION

JOB TITLE: Sure Start Play Co-ordinator

BASED: Dry Arch Sure Start – Dungiven and Limavady

SALARY: £9.77 per hour

RESPONSIBLE TO: Sure Start Manager

JOB PURPOSE:

- ✓ To promote the engagement of parents in their children's development, learning and wellbeing.
- ✓ To contribute to the effective and efficient delivery of information, advice and support to parents of young children aged 0-3 leading to better outcomes for all.

The Sure Start Play Co-ordinator will have responsibility for developing and organising play and learning based groups for children 0-3 and their families this includes session planning, sourcing appropriate resources, delivery, monitoring and evaluation; matched to individual and/or group needs, in consultation with various individuals.

MAIN DUTIES:

1. Provide a warm welcome to families and professionals accessing the Sure Start Children's Centre Group's programmes and services.
2. Develop and deliver appropriate activities for children and families within a range of settings to include Ante Natal Communication, Baby Massage, Baby Reflexology, Baby Yoga, Stay and Play Sessions, Sensory Play, Song, Rhyme and Movement, and to support the delivery of parenting programmes including Family Links Nurturing, Solihull Approach, and Weaning etc.
3. Plan sessions giving regard to the Early Years Foundation Stage and Children's Developmental needs and evaluate services.
4. Provide accurate information by phone, email, in writing and in person to the families and professionals who contact the Sure Start/Dry Arch Children's Centre Group.
5. Ensure that the Sure Start/Dry Arch Children's Centre Group has up-to-date information, resources and advice available to parents in an accessible format, and to ensure that parents are sign-posted to appropriate support.
6. Plan, deliver and evaluate sessions and activities to encourage the engagement of parents in their children's learning, development and wellbeing.
7. Ensure that services and activities offered across the Sure Start/Children's Centre Group are of high quality.
8. Encourage effective parent participation and effective dialogue with parents at centre services.
9. Develop effective outreach links with local community groups such as Parent and Toddler Groups and Early Years Settings.
10. Help to identify groups/individual families who need more intensive support and to signpost them to the Hub and Family Support Workers.
11. Assist in keeping records of all activities and record attendance at programmes and services.
12. Ensure risk assessments are carried out prior to delivering services in line with Health & Safety policies and procedures.

13. Keep appropriate records of enquiries and any information given to families within the data protection guidelines.
14. Collect information on the extent of parent involvement and satisfaction with services in order to monitor take-up and evaluate its reach and effectiveness.
15. Assist in the production and distribution of publicity materials using appropriate technology and software.
16. Promote and represent the Sure Start/Children's Centre Group as required

GENERAL DUTIES:

17. Attend training, supervision and development opportunities as directed by the Sure Start Manager in order to develop skills and knowledge and keep up to date with developments in the field of children's services and parent support and information.
18. Attend appropriate Safeguarding training.
19. Attend meetings and produce verbal and written reports as requested by the Sure Start Manager.
20. Adhere to all Centre policies and procedures.
21. Travel to other sites as and when required.

EQUALITIES

- The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.
- S/he must have an understanding of and commitment to equal opportunities and anti-racism.
- S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

POLICIES & PROCEDURES

- The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Dry Arch Sure Start. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

(Sure Start Play Co-ordinator)

ESSENTIAL CRITERIA

- Relevant level 3 qualification in Early Years/Playwork/Health/Social Care or equivalent
- Practical knowledge and good understanding of the Early Years Foundation Stage (EYFS).
- Knowledge and good understanding of child development.
- An understanding and commitment to Sure Starts aims and strategic objectives.
- Knowledge and understanding of the Minimum Standards and Childminding & Daycare Regulations.
- Excellent Communication skills; with the ability to communicate effectively and sensitively in person, by phone, email, and in writing with families and professionals.
- The ability to work effectively, calmly and with accuracy under pressure.
- Ability to work both independently and as part of a team, and to use initiative.
- A commitment to continuing professional development.
- Flexibility, including willingness to adjust working hours to meet the needs of the centre and to work some weekends as required in meeting the needs of the local community.
- Enthusiastic, a team player and self-motivated with good organisational and time management skills.
- Problem solving skills
- Must possess a current driving licence and have access to a reliable vehicle.
- Knowledge and understanding of confidentiality, professional boundaries and safeguarding children.
- The ability to deal with challenging situations, to manage conflict in an appropriate professional manner.

DESIRABLE CRITERIA

- Level 5 qualification in Children's Care Learning and Development or equivalent
- Previous experience of developing/ delivering training to meet the diverse needs of families e.g. Ante Natal Communication, Developmental Baby Massage, Baby Reflexology, Baby/Toddler Yoga, Stay and Play Sessions, Sensory Play, Story and Rhyme Time and to support the delivery of parenting programmes including Family Links Nurturing, Solihull Approach, Weaning.
- Experience of working within a Sure Start or Children's Centre
- Experience of working in the community with parents and a wide range of professionals, e.g. Health Visitors, Midwives, Social Services, Family Hubs, Education.
- Planning skills to plan courses and activities for both young children and parents
- Interpersonal and communication skills required to exchange information with other professionals on child protection matters including staff, family support workers, early years advisors, midwives, health visitors and social services.
- Computer literate- required to write reports, download and research information, to send and receive emails, access internet and produce resources and training materials

OTHER:

- The Sure Start Play Co-ordinator will deliver services across the Sure Start/ Children's Centre Group and the nature of the job may require a certain amount of travelling within the area and light lifting of furniture and resources.

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.