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**Post: Early Learning Practitioner**

**Accountable to: Senior Practitioner**

**Organisational**

**Objective: To achieve positive change for children and their families through early intervention**

**Purpose of the role: To plan and deliver positive learning opportunities for children aged 5 and under alongside developing relationships with parents to enable them to support their child’s future development.**

**Responsibilities:**

**Service Delivery**

* To work collaboratively with referral partners and colleagues to ensure the timely allocation and implementation of support for new families
* Where appropriate to undertake initial needs assessments and develop a support plan in partnership with families
* To build meaningful relationships with children and parents to enable you to work alongside families to build their capacity, confidence and skills
* To support parents to participate in their child’s development
* To provide a range of learning opportunities for children through play
* To promote and support accessible outdoor learning
* Plan, communicate and implement early years group work sessions for under 5s
* To apply a creative and flexible approach to developing learning opportunities for children
* To connect children and parents with wider community experiences
* To positively promote the work of the organisation throughout the undertaking of your duties
* To communicate effectively with stakeholders and colleagues across all sectors

**Administrative**

* To work in line with organisational guidance and policy including administrative tasks such as completing the shared calendar, timesheets and email correspondence
* To be responsible for accurate and timely data entering into the organisations case management system
* To accurately record family case notes in a timely fashion
* To contribute to the monitoring and evaluation of your service area
* To supply your senior with regular updates that can be used on the organisations website and across social media platform
* To submit timely information to the Business Administrator for such processes such as claiming expenses and absence recording

**Professional Practice**

* To adhere to all early years policy and procedure to ensure the safe delivery of services for children
* To demonstrate behaviours that are consistent with the values and ethos of the organisation
* To identify and action areas for professional development
* To actively engage with formal and informal supports including team meetings, family support meetings and support and supervision sessions
* To foster healthy working relationships with Stepping Stones colleagues and adopt a team working approach to delivering organisational aims and objectives

Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

**Person Specification**

**Post: Education Learning Practitioner**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * NNEB, SNNEB, HNC Childcare and Education * SVQ 3 Social services, children and young people   (other qualifications may be considered, please feel free to contact us and query) | * Peep trained * Raising children with confidence |
| **Experience** | * Of working with children aged 0-5 years | * Supporting parents and carers with their parenting role * Experience of planning activities for children * Group work delivery |
| **Knowledge and skills** | * Maintaining accurate records relating to a child’s needs and development * Ability to reflect on children’s development and learning needs * An awareness of general health and safety and child protection policies | * Knowledge of GIRFEC * Working across a multi-disciplinary approach * Possess an awareness of up to date professional knowledge and current initiatives |
| **Other** | * Empathic and sensitive approach * Willing to undertake training and on-going learning * Enjoys working alongside people of all ages and backgrounds |  |