

Job Description and Person Specification



Job Description

Job Title	Early Years Practitioner
Grade	4
Service	Help and Protection
Reports to	Family Hub Coordinator
Location	Citywide
Job Evaluation Code	A5963



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To provide support to children aged 0 – 5 years and their families through the delivery of integrated early help services in order to improve outcomes for children through the integrated Family Hub model.

To work collaboratively with partners and stakeholders to build on existing partnerships and service delivery arrangements within a local area

To adopt a whole family approach to the delivery of intervention

Specific job purposes are:

To lead on the delivery of intervention and activities for children aged 0 – 5 years and their families as part of the Family Hub offer

To work alongside partners providing group work, support and practical assistance to children 0 – 5 years and families.

Main Duties & Key Accountabilities

Core Knowledge

- Plan, deliver and evaluate group-based activities as part of the Family Hub offer that meets local need particularly focussing on children 0 – 5 years.
- Identify and respond appropriately to the needs of children aged 0 – 5 years and their families by planning and coordinating targeted activities that meet individual needs and that of the local area that supports schools' readiness.
- Establish contact with children 0 – 5 years and their families using a variety of methods to engage them in early help programmes, early years services, and activities within the Family Hub and in the wider community
- Build and maintain positive relationships with children and families that will enable them to realise their abilities and potential.
- Contribute when required to Early Help Assessments and plans through the delivery of Family Hub intervention.
- To provide information, advice, and guidance to families appropriately so they receive the advice needed in a timely manner.
- To establish effective links with local Early Years providers to develop Early Years networks across the Family Hub area
- Contribute to the maintenance of appropriate records in accordance with Children's Service recording guidance

- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Education Early Years Settings Community groups and third sector organisations	Internal All service areas in Children's Services Education Service
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
An understanding of the needs and characteristics of children and their families.	
Knowledge and understanding of Coventry Safeguarding Children Partnership Right Help Right Time Guidance	
Knowledge of Child Development	
Knowledge of the Early Years Foundation Stage Framework	
Skills and Abilities	
Ability to communicate effectively with children, families, colleagues and partners both verbally and in writing.	
Able to relate to, encourage and motivate children and families to form positive relationships	
Ability to work in partnership with parents	
Skilled in planning and delivering direct work with children 0 – 5 years and their families	
Ability to use a range of evidence-based interventions to effect change with children and families	
Recognise and challenge behaviour and attitudes that discriminate against others	
Monitor, review and evaluate your work with children and families	
Ability to work on own and as part of an integrated team	
Standard Keyboard skills	
Experience	
Relevant experience of working directly with children 0 – 5 years and families	
Qualifications	
Relevant Level 2 qualification or substantial experience of working with children aged 0 – 5 years and families	

Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS) The post holder will be required to work across the city area and outside of normal business hours occasionally

Date Created	March 2023	Date Reviewed	
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