

Job Description and Person Specification

Early Years Practitioner

Job Details	
Grade	GRD4
Service	Help and Protection
Location	City Wide
Job Evaluation Code	A5963

About Coventry City Council
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: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
As an Early Years Practitioner, you will engage with children and their families, fostering their development and well-being through the Family Hub model. Your role involves planning and coordinating targeted activities that support school readiness and personal growth. You will establish and maintain constructive relationships, ensuring families access the necessary early help programmes and services. Working with partners, you will contribute to a holistic approach to care, enhancing the potential of children and their families within the community.

Main Duties & Key Accountabilities

Planning, delivering, and evaluating activities for children up to the age of five, ensuring alignment with the Family Hub's objectives and local needs
Identifying the requirements of children aged 0-5 and their families, coordinating targeted activities to support individual and local needs, promoting school readiness
Establishing contact with children and their families, engaging them in early help programmes and activities within the Family Hub and the wider community
Building and sustaining positive relationships with children and families to help them recognise and achieve their potential
Contributing to Early Help Assessments and plans by delivering Family Hub interventions as needed
Providing timely information, advice, and guidance to families, ensuring they receive the necessary support
Establishing and maintaining effective links with local Early Years providers to foster a network across the Family Hub area
Contributing to the upkeep of accurate records in line with Children's Service recording guidelines
Collaborating with colleagues and external partners to enhance service delivery and achieve shared goals
Participating in continuous professional development to maintain and enhance personal knowledge and skills
Ensuring all activities and interactions are inclusive, respectful of diversity, and promote equality
Monitoring and reporting on the effectiveness of activities, making recommendations for improvements to meet evolving needs

Key Relationships

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

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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

No Line Management Responsibilities

Person Specification

Requirements	
Knowledge	Have an understanding of child development, the needs and characteristics of children and their families, and the Early Years Foundation Stage Framework
	Possess knowledge of Coventry Safeguarding Children Partnership Right Help Right Time Guidance and related child protection procedures
Skills And Ability	Be able to communicate effectively with children, families, colleagues, and partners, both verbally and in writing
	Be able to work collaboratively with parents and as part of an integrated team to support children's development and well-being
	Have the ability to motivate, encourage, and form positive relationships with children and families
	Be able to recognise and question behaviour and attitudes that discriminate against others
	Possess standard keyboard skills and be able to monitor and review work with children and families
Experience	Be experienced in working directly with children

	aged 0-5 and their families in a relevant setting
Qualification	Possess a relevant Level 2 qualification or have substantial experience in working with children aged 0-5 and their families