



St. Paul's Community
Development Trust



Version control: September 2022

Role title: Early Years and Outreach Workers (2 posts)

Hours: 26 hours per week over 4 days

Salary: £21,151pa (pro rata £14,665pa)

Contract: Subject to a 6 month probationary review

Role Purpose: To deliver services in the community which promote child development, and to undertake mandatory visits and development checks

Main functions:

1. Provide 'Stay and Play' sessions for target families that promote child development
2. Promote reading with babies and toddlers, and provide Book Start reading groups
3. To collect and help collate evidence that demonstrates outcomes for children and ensure this is logged on Rio
4. To provide and promote positive play within the Early Years Foundation Stages for children and support parents/carers in how they play with their children to encourage good child development, including providing sessions in family homes.
5. To provide crèche for under 5s while their parents/carers participate in parent-focussed activities.
6. To undertake mandatory development checks and report/record accordingly
7. To promote and encourage the uptake to Early Education Entitlements (EEE).
8. Ensure the suitability, safety and cleanliness of toys and other equipment, replenishing the supply of toys as required, within the constraints of the budget.
9. To support parents who have under 5s with SEND needs ensuring inclusive practice and signposting to additional specialist support as required.
10. Make effective links to family support ensuring all relevant information is shared, as appropriate, in relation to the children and parents.
11. To work to achieve the KPI requirements of the BFS Contract.
12. To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, GDPR and Equalities.
13. To participate in the Trust's performance management scheme.
14. To undertake personal professional development and training as appropriate.
15. To assist with organising and running community events in Balsall Heath as appropriate.
16. To participate in the supervision process including the Probationary Review.
17. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

Line Management responsibility: Apprentices, Students, Volunteers

Person spec - Essential criteria	
Experience	<ul style="list-style-type: none"> • Experience of developing positive relationships with children under 5 and their parents/carers enabling them to participate in the play / activity session • Experience of setting up enabling environments • Experience of collating and maintaining monitoring information • Experience of undertaking outreach work within the community • Experience of working with SEND needs and their families • Experience of home visiting
Knowledge	<ul style="list-style-type: none"> • Principles for early year's provision which promote child development within the Early Years Foundation Stage (EYFS) framework. • Promoting equality and inclusion within early year's sessions, supporting children with additional needs and areas for targeted EYFS support. • A working knowledge and demonstrable understanding of child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems • Knowledge and understanding of support activities which enable positive outcomes for early year's children, with an emphasis on narrowing the gap and reducing health inequalities
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills – effective with a range of people including parents and carers • Able to design, plan and run groups in the community • Excellent communication skills with babies and children under 5
Qualifications and Training	<ul style="list-style-type: none"> • NVQ 3 Children's Care Learning & Development or equivalent • All staff will be expected to undertake the Training in order to carry out mandated development checks • All staff will be expected to undertake Rio Training