

## Job Description



<b>Job Title:</b> Early Years Partnership Co-ordinator	<b>Department:</b> Plaistow Primary School and Children's Centre
<b>Division/Section:</b> LBN	<b>Job Number:</b>
<b>Scale: 3</b>	<b>Date last updated: February 2018</b>

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **HEALTH AND SAFETY**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Overall Purpose of Job**

- To build trusted and responsive relationships with Plaistow Community Neighbourhood Early Years Settings and relevant external professionals.
- In partnership with Early Years Settings identify children who would benefit at an early age from individual support, such as home learning resources or improved parenting.
- To promote excellent practice at all times.

*Note: Importance is attached by the children's centre and school to the customer relations aspect of all work undertaken, the customer/user being represented by parents, pupils, colleagues, service providers and members of the public. It is therefore expected that the Practitioner will at all times project a positive image of the children's centre and school and will promote various services that the children's centre and school provides.*

*The post holder is expected to be proactive in keeping up to date with services, activities and events that the children's centre and school provide.*

## **Job Context**

1. The post holder reports to the Children's Centre Manager / Head teacher
2. The post holder will be required to work with the specified Early Years Settings across Plaistow Community Neighbourhood to develop excellent working relationships with practitioners in being able to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances.

## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- To maintain positive working relationships with Plaistow Community Neighbourhood Early Years Providers.
- Introduce/maintain a positive and proactive culture amongst practitioners in being able to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, ensuring staff know when to refer them to colleagues for specialist support.
- To work in partnership with parents / carers and other family members, providing formal and informal opportunities through which information about children's well-being, development and learning can be shared to improve outcomes
- To remain professional at all times.
- To ensure sensitive information is handled with care whilst maintaining confidentiality at all times.
- To give advice to parents about school and children centre services and activities and sign posting as appropriate.
- To produce a variety of promotional materials e.g. letters, posters and bulletins, to keep locality Early Years settings up to date with children centre services.
- To keep records of all contact and outcomes using Children Centre database and recording systems as directed.
- To contribute to any quality assurance programmes.
- To actively organise Early Years Settings network meetings, support these meetings by recording minutes, preparing relevant papers and directing information appropriately to the centre manager.
- To adhere to and implement all safeguarding policies and procedures.
- In the event of an emergency evacuation, to follow all procedures laid out in the evacuation plan, assisting the children's centre and school in clearing the building.
- To keep up to date with professional developments and to participate in appropriate training.

- Any concerns must be reported to the Children’s Centre Manager or the School Business Manager.
- Any other duties as required by Children’s Centre Manager in line with the grading of this post.
- To be able to work evenings and weekends if required



## Person Specification

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

“ Plaistow Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

### Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

E = essential  
A= application

D= desirable  
R= reference

EB=evidence base;  
I= interview & task

	<b>Qualifications and Training</b>	E	D	EB
1	English and Maths (Grade C or above GCSE)	✓		A
2	A recognised Level 3 childcare qualification	✓		

	<b>Experience</b>	E	D	EB
1	Experience of working with children under 5	✓		A, I & R
2	Evidence of partnership working with professional in relevant agencies and also families	✓		
3	Understanding of cultural diversity	✓		
4	Data Input	✓		

	<b>Skills and Abilities</b>	E	D	EB
1	Good Communication Skills with adults and children	✓		A, I & R
2	Good Clear Telephone Manner	✓		
3	Ability to work independently as well as under instruction	✓		
4	Excellent Oral and Written Skills	✓		
5	The ability to negotiate with others to influence change		✓	

	<b>Personal Style and Behaviour</b>	E	D	EB
1	Be able to work positively with others.	✓		I & R
2	Calm and Confident	✓		