JOB DESCRIPTION

JOB TITLE: Early Childhood Education and Curriculum Development

HOURS: 25 Hours per week

SALARY: £23,400 (pro rata)

BASED: Dry Arch Sure Start – Dungiven and Limavady

RESPONSIBLE TO: Sure Start Manager

JOB PURPOSE:

Dry Arch Sure Start is looking for an Early Childhood Education and Curriculum Development support worker to join our busy Development Team. The Development Worker will produce, deliver and promote innovative and valuable materials to support managers, leaders, trainers, practitioners and students. Existing materials will also be developed further to meet current centre needs.

The learning materials will focus on early childhood and parenting education to enhance parent’s abilities to support young children’s development while supporting parents’ personal development to build family resilience, strengthen positive attachments and family relationships.

KEY AREAS OF RESPONSIBILITY

- To develop and produce learning materials that focus on early childhood and parenting education.
- To develop new and innovative curriculum in line with current neuroscience, attachment theory and child development within the project;
- To deliver and implement enriching educational experiences for children and parents, including the most vulnerable and disadvantaged;
- To manage the delivery of parent and child sessions within a range of settings.
- To provide a warm welcome to families and professionals accessing the services.
To have a sound understanding of early childhood and parenting issues.
To identify and promote parental engagement opportunities.
To develop and deliver presentations to relevant stakeholders to promote participation.
To work in partnership with parents and service users seeking their views and opinions regarding the services which they receive.
To promote best practice when working with parents.
To signpost and refer families to other relevant organisations when needed.
To represent Dry Arch at community events.
To raise awareness of Dry Arch services and the issues affecting families.
To evaluate the learning outcomes of all activities against an evaluation plan and implement changes where appropriate

GENERAL DUTIES

- Attend training, supervision and development opportunities as directed by the Line Manager in order to develop skills and knowledge and keep up to date with developments in the field of Therapeutic Services to Children.
- Attend appropriate Safeguarding training.
- Attend meetings and produce verbal and written reports as requested by the Line Manager.
- Adhere to all Centre policies and procedures

EQUALITIES

- The post-holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.
- S/he must have an understanding of and commitment to equal opportunities and anti-racism.
- S/he must actively challenge discrimination and social exclusion, being responsive to the cultural and social diversity of the reach area.

POLICIES & PROCEDURES

- The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

Every member of staff has a duty to keep children safe.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Dry Arch Children’s Centres Ltd. You are also required to be flexible and adaptable with respect to your role.
PERSON SPECIFICATION

1. Qualification

ESSENTIAL
- Level 3 qualification in Early Years or Training & Development i.e. A1 Assessor Award (A1, D32/33 etc.)

DESIREABLE
- Teaching Qualification
- V1 Internal Quality Assurer Award

2. Knowledge and Experience

ESSENTIAL
- A minimum of 3 years’ occupational experience within an Early Years Child Care Setting (ideally within either a Team Leading or Managerial position within a nursery setting) or the Teaching & Learning sector for example Advisor, Tutor or Trainer;
- Experience in the development and implementation of plans and programmes for children and/or parents;
- Demonstrable experience of facilitating a variety of groups (programmes, workshops, focus groups, events);
- Experience of effectively engaging individuals and groups (particularly those harder to reach);
- Experience of compiling and collating high quality reports in a range of formats;
- In-depth knowledge of the diverse range of issues affecting parenting / understanding of the need to support parents;
- The ideal candidate will have previous experience in a curriculum development, education and/or development role and possess a sound understanding of the Early Years Foundation Framework;
- Working knowledge of the statutory, community and voluntary structures and established networks;
- Knowledge and skills of monitoring and evaluation.

3. Skills and Abilities

ESSENTIAL
- Excellent interpersonal skills with a high standard of oral, written and organisational skills to include presentation delivery, report writing;
- Ability to work under pressure, prioritise and meet tight deadlines;
- Ability to work on own initiative as well as working effectively as part of a team;
- Ability to build and maintain professional positive relationships with staff and build rapport with families.
• Ability to plan work and deliver activities to a high standard within set targets and budgets;
• Ability to adapt to changing circumstances and needs;
• Ability to reflect constructively on practice and to manage needs;
• Ability to motivate others to see improvement;
• A positive attitude;
• A desire for high expectations and standards for self and others;
• Highly proficient in the use of all Microsoft Office applications;
• Willingness and ability to be flexible and occasionally work evenings and/or weekends;
• Drivers licence and access to a car;

4. Other

ESSENTIAL
• Flexibility including willingness to adjust working hours to meet the needs of the centre and to work some weekends as required in meeting the needs of the local community.
• The Early Childhood Education and Curriculum Development support worker will deliver services across the Sure Start/Children’s Centre group and the nature of the job may require a certain amount of travelling within the area and light lifting of furniture and resources.

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.