

**The Highland Council
Job Description Post**

Service: Care and Learning **Section:** Integrated Children Services

Job Title: Community Early Years Practitioner

Grade and Salary: HC06 : £26,076 - £28,916 p.a.

Location: As advertised

Responsible to: Practice Lead (Early Years)

Job Purpose:

- Family Teams deliver universal and additional health, social care and child protection services for children in the context of the Highland Practice Model. Teams are multi-disciplinary with an ethos of collaborative practice – within the team and with children, young people, parents and carers. The teams work in communities with partner services within associated school groups and across the Highland area. The work of the team is directed and supervised by Practice Leads in related areas of work, Early Years, School Years and Care & Protection.
- As a key member of the Integrated Team, the Early Years Practitioner will report to the Practice Lead for Early Years. The practitioner works to support plans for children with an emphasis on the promotion of positive relationships between children and their carers.

Key Duties and Responsibilities:

- Work within the relevant priorities, protocols and procedures of The Highland Council/NHS and the Highland Practice Model for children's services.
- Whilst reporting to the Practice Lead (Early Years), day to day work will be allocated and monitored by named person or lead professional to deliver services to children in the early years.
- Contribute to the delivery of the core child health programme and undertake assessments as appropriate. Effectively promote health improvement messages and support other child & family based public health initiatives within the community
- Provide planned programmes of care and interventions to families with assessed additional needs, as identified within the child's plan and agreed with the named person/lead professional
- Work to support children and families in a range of settings within communities, for example schools, nurseries, clinics and in the family home, in groups and on a one to one basis.

- Follow protocols for information sharing and reporting of concerns about children and vulnerable people. Contribute to effective and proportionate response based on assessment of need and risk.
- Support the transitional arrangements for children between early years and school age services.
- Contribute to appropriate record keeping including electronic and paper based recording.
- Participate in regular supervision to ensure safe and effective practice.

Other Duties:

- The post holder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

Health & Safety:

- Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:
- Be familiar with Violent Incident & Accident reporting procedures & comply with them.
- Undertake a continual programme of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health & Safety in the workplace, & familiarise themselves with the Highland Council's Health & Safety Procedures

Date:

January 2014

The Highland Council

Person Specification

Service:	Care and Learning
Job Title:	Community Early Years Practitioner (35 hours per week)
Location:	Caithness

Essential Attributes

- Understanding/ knowledge of child development and contemporary research related to early years.
- Understanding of the importance of building positive working relationships with children and families to the benefit of the child's wellbeing.
- Ability to maintain relationships with children and parents in circumstances of stress and anxiety.
- Work collaboratively with a range of professionals and other colleagues.
- Understanding of the importance of effective communication and observation.
- Appreciation of the need to manage and prioritise workload.
- Evidence of on-going professional development.
- Commitment to anti-discriminatory practice.

Skills

- Able to demonstrate knowledge of integrating research findings into working practices.
- Ability to work effectively across agencies, taking account of differing perspectives and priorities.
- Experience in working in group settings and with individuals in challenging environments.
- Able to demonstrate skills in critical thinking and analysis to contribute to assessment of need.
- Ability to form positive working relationships with families and children, including setting out role and purpose of interventions, seeking views and ensuring they are noted and considered.
- Ability to work effectively as part of a team.
- Ability to think creatively in delivering services.

- Good organizational skills.
- Good writing skills.
- Commitment to continual professional development.

Knowledge and Qualifications

- HNC - EYCE / SVQ III - CCLD or equivalent award.
- An awareness of current legislation, policy and practice in children's services.
- Be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the service