



## Job Description

<b>Job title:</b>	Under 5s Drop in Practitioner
<b>Location:</b>	Coram's Fields, 93 Guilford Street, London, WC1N 1DN
<b>Salary:</b>	£14.71PH
<b>Reporting to:</b>	Under 5s Drop in Manager
<b>Responsible for:</b>	No direct reports
<b>Hours</b>	Annual Leave and sickness cover. Variable hours (Average 4 per day)
<b>Contract:</b>	Permanent

### Role Summary

Under 5s Drop In Practitioner will be responsible for overseeing the work of our Under 5's centre, implementing a wide range of creative programmes and services to support local families.

### Main Responsibilities:

1. To be responsible for delivering a range of universal and targeted provisions for children under 5 years, delivered both from our Under 5's centre and utilising the wealth of resources available across the site.
2. To deliver a range of activity programmes aimed at engaging children in specific development areas, focussing on their identified needs and wants of parents/carers.
3. Maintaining appropriate records for all those that access our service, including recording and collating of daily attendance sheets and children's registration forms.
4. To be responsible for reporting all safeguarding concerns relating to those worked with, to the OSC & under 5s Manager/safeguarding leads, providing, where appropriate, follow up support to parent/carers and the child when accessing the centre.
5. To be responsible for carrying out all opening and closing duties for the centre.
6. To be responsible for setting up and clearing down rooms in accordance with the needs of the programmes being delivered.
7. Support with the cleaning of all equipment in the Drop In.

8. liaise with our OSC and Drop In Manager to introduce parents to our on-site Nursery where interested
9. To develop excellent relationships with all parents of children accessing the Drop In, ensuring that regular communication results in effective sharing of key information – and that in turn, this is used to support the individual needs of the children and families attending.
10. To ensure that activity planning through the Under 5's service reflects the diverse cultural make-up of the families attending
11. To effectively signpost parents/carers to a range of partner organisations, with a view to supporting the range of needs that may exist among our users.

### Other Responsibilities

1. To attend regular supervision and appraisal meetings
2. To attend training as and when required – as per the requirements of the role
3. To undertake such general duties as may be necessary from time to time to ensure the smooth running of the Drop In Service.

### Person Specification

	Essential	Desirable	Evidence
Qualifications	<p>Minimum Level 1 Safeguarding Training</p> <p>Evidence of ongoing professional development</p>	<p>NVQ in early years, childcare or equivalent.</p> <p>Additional qualifications that enable delivery of specific activities for under 5's (e.g. Baby Yoga/Massage, Paediatric First Aid, Forest School leader)</p>	Application form
Experience	<p>Minimum of 1 years' experience working with children under 5</p> <p>Experience of effectively applying reflective practice to improve the quality of your own work</p> <p>Experience of planning a diverse programme of activities for children.</p> <p>Experience of monitoring and evaluating programmes for</p>	<p>Experience of supervising volunteers</p> <p>Experience of working with children with Special Educational Needs (SEN)</p>	Application form and interview

	Under 5's		
Skills	<p>Outstanding communication skills and a demonstrable ability to communicate with a range of key stakeholders, most importantly parents/carers</p> <p>Ability to establish, develop and maintain excellent relationships with the young people that you work with</p> <p>Intuitive in your ability to identify the needs of the young people and creative in your responses to these needs</p> <p>Ability to deliver activities to young people spanning the ability spectrum</p> <p>Excellent problem-solving skills</p> <p>Good computer literacy skills</p>		Application form and interview
Knowledge and Attributes	<p>A passion for improving the lives of children and young people</p> <p>Knowledge of child development.</p> <p>Demonstrable understanding of the role of parents/carers and the wider family network in the development of the child.</p> <p>Excellent knowledge of safeguarding and in particular its application within an Early Years setting</p> <p>Energy, enthusiasm, tenacity and initiative</p> <p>A strong desire to learn and develop</p>		Application form and interview

