

# Role Profile and Person Specification

## CHILD & FAMILY PRACTITIONER

### Introduction

### About Us

GLL is a Charitable Social Enterprise owned by our staff and founded on our purpose and values to provide a different, fairer and better way of doing business. Our purpose is to improve the physical, mental and social wellbeing of local communities.

### What do we do?

We are committed to the provision of leisure, fitness and cultural activities and facilities at affordable prices. It is our aim to ensure the financial viability of our organisation, meeting our charitable social objectives, harnessing employee ownership and maintaining and expanding our existing services. We endeavour to continually exceed customer expectations.

We operate 250+ leisure centres, one in 15+ libraries and 10 children's centres in partnership with over 60 local councils, public agencies and sporting organisations.

Our venues include some of the most prestigious facilities in the UK such as the Copper Box Arena, Lee Valley VeloPark, York Stadium Leisure Complex, Manchester Aquatics Centre, The Sands Centre, Woolwich and Bromley Central Libraries along with so many more locations that we believe are all invaluable to local communities.

Find out more about us at <https://www.gll.org/b2b>

### Who we are looking for:

We are looking for people who share our values;



Each of these themes sets out long term ambitions; which are regularly reviewed and updated and are reflected in the responsibilities and accountabilities of this role.

### Role Summary

To take a role in providing an excellent childcare and creche service in our Children's Centre and our childcare settings. Working closely with the children's centre teacher, nursery manager and other colleagues. To work with children and their families to deliver 'stay and play' sessions and other learning activities, supporting them to access informal learning. The role will empower and support parents/carers to become actively involved in their children's learning and development and support the delivery of the Children and Young People Plan and the requirements of the Childcare Act 2006 and related legislation.

## Role Focus

- To plan and deliver nursery activities and stay and play sessions to ensure the needs of individual children are met at the different children's centre setting.
- To ensure effective communication and participate in team meetings.
- To provide support and positive role modelling for carers and volunteers promoting and supporting good practice and compliance with centre policies and procedures.
- To provide a high standard of quality care and education in all our provisions including childcare settings, stay and play, and crèches.
- To contribute effectively to the planning and provision of activities in relation to the Early Years Foundation Stage guidance and link this practice to the EYFS curriculum.
- To help children develop positive relationships with adults and peers to enable them to play and learn effectively and increase their self-confidence and realise their potential.
- To be aware of and comply with the Ofsted registration requirements for crèches and childcare setting.
- To liaise effectively with parents/carers and build strong relationships with them to inform them of their child's progress and support potential intervention.
- To assist in developing and maintaining an environment that promotes physical, emotional and social development for children of all ages and abilities, through a range of arts, crafts, games and activities, both indoors and outdoors.
- To help set out and clear away play materials and equipment to ensure a welcoming, safe environment.
- To actively promote an inclusive environment for all children and families that reflects diversity and children's individual needs and ensures all children are effectively integrated into the activities.
- To work in partnership with other professionals delivering services within our children's centres and childcare settings; developing working relationships.
- To carry out appropriate tasks in order that a high standard of hygiene, safety and cleanliness is always maintained including to help clean the various toys and equipment used.
- To carry out and/or participate in risk assessments as required pertaining to health and safety and centre activities, including outdoor play areas.
- To report any concerns regarding the safeguarding of a child to relevant staff member.
- To take part in local events to promote the work of the children's centres and childcare settings as and when required.
- To provide information and signpost parents/carers as appropriate.
- To manage own time effectively and complete all responsibilities of a shift.
- To participate as and when needed in any Family Star Assessments involving children supported by the children's centre or childcare settings.
- To ensure that the duties are undertaken with due regard and compliance with the GDPR and related legislation and regulations.
- To carry out all duties with due regard to the provisions of health and safety regulations and legislation and GLL's equal opportunities and customer care policies.
- To work in line with GLL's code of conduct.
- To support senior staff and management to maintain ratios in childcare setting and creche.
- To follow guidance of senior leadership or other management with delivering a smooth running of provisions.
- Proactively promote the Children's Centre & Family Hub programme.
- Actively promote and encourage registration and ensure all service users who access

sessions are registered.

- Liaise with staff, professionals and other organisations as required to support their work to deliver services in our buildings.
- Support and communicate to our local families by signposting to local agencies/partners and refer where appropriate (internal/external).
- Oversee the daily work of volunteers ensuring their learning and development and appropriate records are maintained.
- Be responsible for receiving, recording and the safe keeping of any monies received if your role requires.
- To maintain appropriate electronic records/duties relevant to this role.
- To follow the code of conduct and safeguarding procedures for the service and to report any concerns appropriately.
- Participate in training programmes as necessary, including in-service opportunities and to progress personal and professional development to meet the changing demands of the post.
- To establish and maintain good working relationships with appropriate staff within the service and with external agencies and partners.
- To ensure that the duties are undertaken with due regard and compliance with GDPR (General Data Protection Regulation), Health & Safety regulations, and the Equal Opportunities and Customer Care policies, the Data Protection Act and related legislation and regulations.
- To carry out any other work as directed that is appropriate to the level and general nature of the duties of the post.
- Work weekends and other out of hours work in context of both this specific role and the wider needs of the service as required.

| Essential Requirements (skills, knowledge, experience, behaviours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"> <li>✓ Clear understanding of the principles of equal opportunities in the context of service delivery</li> <li>✓ Commitment to applying the principles of equal opportunities to work with staff and Children's Centre families.</li> <li>✓ Experience of working with children 0-5 years.</li> <li>✓ Experience of planning and supporting play provisions supported by evidence-based approach outlined in the EYFS.</li> <li>✓ Post qualification experience of working with children ages 0-5 years.</li> <li>✓ Experience of dealing with, reporting and recording SG and SEND concerns with a child.</li> <li>✓ A dynamic individual with a 'can do', results driven approach and attitude</li> <li>✓ An appreciation of, and commitment to, the distinctive culture and philosophy of the organisation</li> <li>✓ Demonstrates trust, openness and respect in dealing with people</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓ Understanding</li> <li>✓ Knowledge of the services offered to local parents by Children's Centres &amp; Family Hubs.</li> <li>✓ Knowledge and understanding and commitment to working in a diverse community.</li> <li>✓ Knowledge and understanding of safeguarding children and SEND needs.</li> <li>✓ Knowledge and understanding of the importance of Health and Safety legislation.</li> <li>✓ Knowledge of the principles and practice of customer care within a community-based environment.</li> <li>✓ Knowledge and understanding of integrated working to support children and families.</li> <li>✓ A good knowledge and understanding of equalities and diversity issues, with a commitment to an inclusive approach to working with service users</li> </ul> |

| <ul style="list-style-type: none"> <li>✓ Flexible approach to tasks and workload</li> <li>✓ Proactive and willing approach to support families</li> <li>✓ Able to work unsociable hours when required to meet the business needs</li> <li>✓ Society member</li> <li>✓ Able to travel, relocate to another site within our service as and when needed</li> <li>✓ Clear Enhanced DBS certificate</li> <li>✓ Be willing to access Emergency First Aid at Work qualification as and when needed.</li> <li>✓ Successfully complete PFA.</li> <li>✓ To act in accordance with and activity promote, GLL@s policies and procedures</li> <li>✓ Support critical incident management as and when required</li> <li>✓ Good attendance and excellent time keeping.</li> <li>✓ Right to work in the UK</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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### Key Working Relationships

- Reports to Senior Child and Family Practitioner.
- To constructively interact with different people in a variety of areas within the operational team and GLL support services.
- Builds good working relationships with all GLL colleagues, working both proactively and collaboratively.