

VALLEY HOUSE

CHILDREN'S SESSIONAL WORKER

JOB DESCRIPTION

Job Title:	Children's Sessional Worker
Responsible to:	Nursery Manager
Responsible for:	N/A
Conditions of Service:	Hours as required Plus pension contribution to Valley House stakeholder pension scheme
Salary:	£9.32 per hour (inclusive of holiday pay)
Location:	Bell Green, Coventry

Main Purpose of Job:

- To provide quality childcare provision for children 0-16 years and provide play opportunities for children accessing the nursery and other Valley House Programmes
- To work within the nursery as part of the team offering a quality service to children, parents and carers
- To work within the guidelines of Ofsted regulations and the local authority safeguarding protocols.

Key Tasks and Responsibilities:

- To welcome children and their parent/carers to Valley House Nursery, develop a trusting and caring relationship with them and be a point of contact throughout their time in the nursery.
- To work within the EYFS, Children's Act and OFSTED requirements contributing to the planning and provision of a safe, welcoming and stimulating environment for young children and their families.
- To develop a range of play, activities and experiences which respond to the diverse needs of children and their families taking into account their culture, ethnicity, religion, ability and experience.
- To promote children's social networks and enable children to develop positive and supportive relationships.
- To liaise with other workers within Valley House and external agencies to ensure the well-being of children.

- To undertake safeguarding duties as appropriate, ensuring that children are protected from risk and significant harm and that the relevant child protection procedures are followed as necessary.
- Liaise with statutory agencies and attend inter-agency meetings as required.
- Ensure children's records are developed, updated, maintained and adhered to at all times in conjunction with Valley House procedures.
- Make use of individual PDR to reflect on practices and to identify own training needs.
- To undertake other work when necessary which furthers the aims of Valley House.

Corporate Responsibilities:

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

EXPERIENCE
NNEB Diploma, CACHE Level 3, NVQ Level 3 or relevant qualifications
Experience of working in an early years setting
Experience of working in a team
Sharing information verbally and written within a team and outside agencies
Attending meetings internally and externally in relation to children and families
KNOWLEDGE AND UNDERSTANDING
Good understanding and knowledge of the Children's Act and safeguarding requirements
Good working knowledge of the EYFS and implications for children's development through observation, assessment and record keeping; a good understanding of statutory requirements
Support children, parents and carers around children's play, learning and development
Knowledge and understanding of the Code of Practice on SEND
Knowledge and experience of policies and procedures relating to child protection
SKILLS AND ABILITIES
Approachable manner, self-motivated with the ability be a positive team player
A high level of interpersonal skills and the ability to communicate with parents/carers and other professionals
Excellent communication skills, both oral and written, appropriate to a variety of audiences
The ability to work sensitively with parents/carers, and sharing information as appropriate with the Nursery Manager and Deputy Managers