



City Family CIC
543-545 London Road
Westcliff on Sea
Essex
SS0 9LJ

Role description

Title	Children's Practitioner
Based	South Essex / Hybrid
Grade	5
Reports to	Operations Manager
Responsible for	N/A
Role purpose	To provide play, development and learning opportunities to babies and children through sessional delivery and 121 support. To co-facilitate group based interventions aimed at children and adults.

SAFEGUARDING REQUIREMENT:

City Family CIC is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

Main Duties

1. To meet children's learning and development needs by providing stimulating and age-appropriate play and learning in creche, sessional and holiday and after school club settings, at various locations.
2. To deliver family focused play and development sessions.
3. To provide advocacy to children (age 5-11), who's families are being supported by City Family
4. To monitor child progress and attainment in line with EYFS.
5. To contribute to the planning of sessions.
6. To be familiar with the security procedures of venues (e.g. evacuation procedures and risk assessment) and maintain a high level of safety during the session.
7. To supervise children where required and to protect them from dangerous or harmful situations.
8. To detail any accidents and/or incidents and keep any other records which may be appropriate.





9. Provide support for other elements of the organisation, including group co-facilitation and triage line service.
10. To identify parents and or children who may benefit from additional support and signpost as appropriate.
11. Keep and maintain high quality, accurate records and produce reports and impact statements as required
12. To be fully compliant with the GDPR.
13. To comply with all organisational policies
14. To attend supervision, team meetings and training sessions

Equalities

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to grow, learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti-racism issues.

Policies and Procedures

The post-holder must be aware of and comply with all the organisation's policies and procedures including those relating to: bribery and corruption, safeguarding, confidentiality, data protection, health and safety, security and signing agreement and contracts and financial.

.This role 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 City Family CIC. You are also required to be flexible and adaptable with respect to your role

Person Specification

Experience

- Current or very recent experience of working in an early years setting or service and or/ working directly with children in a school.
- Sound understanding of safeguarding procedures.
- Sound understanding of child development, and of children's needs.
- Experience of working with children and/or families experiencing vulnerability, isolation and/or social exclusion.
- Experience in developing and coordinating sessional delivery for babies, children and/or young people

Knowledge and Qualifications

- Minimum - CACHE Level 3 Diploma in Pre-school Practice, NVQ level 3 or equivalent, recognised Early Years qualification, or Youth work/education qualification level 4
- It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." (EYFS 2021).
- Level 2 Safeguarding.
- Pediatric first aid certificate
- Graded Care Profile 2 Trained





Skills and Abilities

- Ability to work with parents and to encourage their involvement.
- Commitment to the learning and development of young children and families.
- Ability to work as a part of a team and on own initiative
- Good IT skills including use of Microsoft Word, Office, internet and email
- Commitment to continuing professional development
- Ability to communicate with people from diverse backgrounds, and strong communication skills to remove any barriers to access.

Additional

- Full, clean drivers license and access to a vehicle is essential
- This role includes one late start/finish per week and one Saturday in four

Terms and Conditions

Salary: £26,292 (FTE)

Hours: 28 (FTE is 35) (21 hours will be considered)

Working Pattern:

28 hours – Four full days or five shorter days with one late start/finish mid-week. One Saturday in four, with a day off in the following week

Annual Leave:

26 days (FTE)

1 day for birthday leave (FTE) and

1 additional day in December (FTE) (for business close down)

Contract type: Fixed Term until November 2025

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension:

The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
10 August 2023	3%	5%	8%

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:



Registered Address: City Family CIC, Socata House 543-545 London Road, Westcliff on Sea, Essex SS0 9LJ.

Company Number 14356630



City Family

Our Vision

Our vision is to bridge the disparities in childhood in underserved areas by empowering families and communities, fostering innovation, and driving collaboration to create stronger foundations for children.

Our Mission

Our mission at City Family is to help create the ‘village’ around a child through empowering families and communities facing the toughest challenges to raise happy and healthy children. We will do this by:

- Bringing together families, volunteers, and paid professionals as partners, ensuring they drive the direction, design and delivery of our programmes and services.
- Continuously investing in research and evidence to understand our communities and identify the most effective approaches to improving the lives of children and their families.
- Cultivate ‘villages’ of helpful connections around families leveraging support from the private sector to further enhance what is available in communities.
- Focusing on prevention not escalation by supporting families at key transition points and life events with focused services.

City Family Values

We believe every child deserves to be safe

We believe in innovation

We believe in communities

We believe in fostering belonging

City Family Organisational Standards

Be accountable and honest	Ensure your actions align with your words and our values. Be truthful, stay committed to your responsibilities, respect confidentiality and avoid conflicts of interest Own your actions, acknowledge errors promptly and work to rectify
Remain professional and positive	Approach situations and interactions with a can-do attitude. Be polite, encourage others and view challenges as opportunities for growth. Be flexible in your approach.
Respect others	Actively listen to others, communicate clearly, avoiding assumptions and judgements. Respond to tasks in a timely manner and treat others with dignity and compassion.
Be a team player	Actively contribute to City Family’s vision, support colleagues and value diversity. Provide constructive feedback in a supportive environment
Additional Management Standards	
Be consistent	Ensure your actions, words and decisions are consistently applied. Promote fairness and enable a supportive, inclusive environment.
Lead by example	Show commitment, positivity and imbed values and standards throughout your leadership.

