



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	EARLY YEARS EDUCATOR (FAMILY SUPPORT)
Reports to:	Senior Early Years Educator
Contract details:	37.5 hours per week, permanent (with occasional weekend work)
Salary range:	£25,628

ROLE SUMMARY

The purpose of the role is to deliver stimulating and engaging play sessions, build and nurture relationships with parents/carers, and monitor the progress of children. You will have a hand in delivering other activities to meet the needs of young families across our neighbourhood, including delivery of creche and undertaking outreach.

You will also carry out 1-2-1 work with families experiencing a range of difficulties, working in partnership with other services, organisations and professionals to develop interventions or identify development including referring parents/carers onto other activities and organisations that could play a useful role in their lives.

TEAM OVERVIEW

This role sits within our Family Support team of five team members who provide high quality play, care and learning experiences for children and families. This is a key role in delivering our programme of Universal and Targeted sessions where parents and carers with children aged 5 and under have an opportunity to meet and engage in learning activities which help to improve the child's personal, social, and emotional skills.

KEY ACCOUNTABILITIES

1. Plan and provide universal and targeted child-led play activities that meet the needs of babies and children as individuals within groups and extend their learning and development and ensuring that the provision is fully inclusive.
2. Carry out 1-2-1 sessions with families referred to our services, ensuring records of the interactions are accurate using the appropriate forms/systems and kept up to date, plus taking part in supervision meetings.
3. Work in partnership with the Senior Early Years Educator and Family Support Team to ensure early identification of children's needs and implementation of next steps.
4. To promote family support activities and services throughout the local area through active direct outreach with parents/carers as well as through distribution of publicity materials.

5. Develop and maintain positive relationships with parents/carers of children attending the sessions, encouraging engagement with the services, and ensuring that concerns are dealt with promptly and effectively.
6. Be aware of and open to establishing positive working relationships with other agencies, within the local area to offer a comprehensive support service to young children and their families.
7. Support observations and material for our online tracking system for priority children and ensure all records are kept up to date and reports written in line with agreed policies.
8. Ensure children are safe, secure and have their care needs met, appropriate to their age and stage of development.
9. Promote a working and physical environment in which the emotional, social, psychological, physical, developmental, and educational well-being is paramount and that an inclusive and non-judgemental approach is used in all interactions with children and their families.
10. Fully engage in all recording and administrative functions of the role ensuring the maintenance of accurate notes, are kept up to date and of high quality.
11. Use relevant IT systems in relation to the collection of statistical data to support review and evaluation of services.
12. Understand and implement The Children Centre Policies and Procedures relating to the post.
13. Actively participate in continuous professional development.
14. To contribute to the overall aims and objectives of the Children's Centre, for example, by participating in staff meetings, staff training, staff away days, sharing information and expertise with other team members.
15. Support other staff (including sessional staff and volunteers) who deliver play learning activities as needed.
16. To undertake occasional weekend activities for which time off during the week will be offered.
17. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do, and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. A childcare or early years education qualification equivalent to NVQ 3 or above
2. Experience of working within a childcare or early years educational setting
3. Experience of delivering play activities, family learning sessions or similar within childcare or early educational settings, particularly for children under five.
4. Experience in creating learning plans to ensure the development of personal, social, and emotional skills and which allow progress to be tracked over time
5. Experience of undertaking risk assessments
6. Knowledge and experience of wider family support work supporting parents/carers and families with complex needs would be an advantage

SKILLS & ABILITIES

7. A personal commitment to and enthusiasm for Coin Street's ethos and mission
8. A natural ability to build rapport, with a warm, positive demeanour and make parents / carers and children feel welcome and comfortable
9. Ability to work successfully with a wide range of families including those with complex needs and those for whom English is not their first language
10. Excellent attention to detail to observe and capture the progress of children as they develop
11. An organised, reliable and dependable team player who is flexible and unflappable, with the ability to find solutions to challenges and problems which arise while organising and running sessions
12. A belief and passion for early years learning, with an ability to empower parents/carers to try new approaches and activities with their children
13. High level of computer literacy in a range of Microsoft Office programmes (Word, Excel, Outlook)
14. A level of physical and mental health adequate for the demands of the job

A full enhanced DBS will be required for this role. Before commencement of employment all new staff members will be required to undertake online safeguarding and PREVENT training.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary) and Income Protection.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

15% discount on nursery fees for nursery staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

