

EARLY YEARS INTERNSHIP
2 Year Fixed Purpose Contract
<u>Job Description</u>

Northside Family Resource Centre’s Sunshine Childcare Service, Riverside Early Childhood Centre, and Afterschool Services continues to develop and promote good practice, with the child as the focus of all we do.

We are delighted to launch our **Early Years Internship Programme**.

Early Years Interns will be directly employed on a contractual basis by Northside Family Resource Centre with a formal programme in place to offer interns relevant industry experience. Interns are expected to qualify with a minimum Certificate in Early Learning and Care by the end of the contract term.

Interns are assigned a supervisor or mentor who will oversee their activity for the duration of their contract and provides feedback on their performance and progress. The Intern’s job is to complete tasks as assigned and ask questions to improve their knowledge of the sector. We strive to provide the most relevant experience to Interns, encouraging responsibilities that contribute to the Centre’s success and help prepare for work after completion of the internship.

The main duties and responsibilities of Early Years Intern is to support and assist in the provision of full-time day care of the highest quality in a holistic setting for children. Duties and Responsibilities are as follows:

Childcare

- Be willing to work with children of various ages from babies to afterschool children.
- Perform a variety of tasks, such as nappy changing, toileting, sterilising, feeding, nap supervision and engaging in play.
- Learn how to conduct observations of children under the direction of the room leader.
- Become familiar with all policies and procedures of the service and take feedback and support in the implementation of those policies.
- Participate in the planning, implementation of activities / programmes appropriate to individual and group needs under the guidance of the Team Leader and/or Mentor.
- Begin to be familiar with the Tusla QRF, Siolta and Aistear toolkits and how they relate to activities and approaches.
- Use own initiative and imagination to contribute to activities and programmes.
- Actively receive feedback and take all opportunities to learn and adapt.

Staff

- Work as part of a staff team to ensure delivery of a quality programme for children.
- Support the day-to-day running of the service.
- Engage in reflective practice and seek support from qualified persons.

Childcare Facility

- Take direction for maintaining the highest standards in relation to health, hygiene and safety on a day-to-day basis.
- Be responsible for cleanliness of the Centre.
- Cleaning, tidying and storage of equipment and toys after use.
- Support the maintenance of all equipment and resource materials are properly maintained.
- Share responsibility for the cleaning and maintaining areas of general use.

Parents

- Ensure parents are greeted and experience a friendly and welcoming environment.
- Praise their children whenever the opportunity arises.
- Be professional at all times and never engage in or encourage gossip.

Confidentiality

Maintain strict confidentiality, any breach of confidentiality about children or their families will constitute gross misconduct.

Other relevant responsibilities as identified by management.

Education & Training

Contract of employment is contingent on active participation and completion of the following:

1. Certificate (Stage 1) in Early Learning and Care (facilitated by Northside FRC and provided by LCETB)
2. Participate in 'child-related' courses, talks and workshops as requested by management.
3. Participate in team-building, staff training and development sessions of Family Resource Centre.

Early Years Intern Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> No experience required. 	<ul style="list-style-type: none"> Any job experience. Local knowledge. Caring experience (siblings, cousins etc).
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to communicate with others. Ability to be friendly, kind and non-judgemental. Ability to relate to young children. Ability to complete a minimum QQI level 5 (support provided). 	
EDUCATION & TRAINING	<ul style="list-style-type: none"> No formal education required 	<ul style="list-style-type: none"> Junior certificate
PERSONALITY	<ul style="list-style-type: none"> Patient, kind, fun loving and outgoing. 	
VALUES	<ul style="list-style-type: none"> Flexible with regard to working hours Showing a deep respect for people from diverse backgrounds 	

Terms of Employment	
Job Title:	Early Years Intern
Name of Employer:	Northside Family Resource Centre

Accountability

The Early Years Intern is an employee of the Board of Management of Northside Family Resource Centre. The Early Years Intern reports to the Team Leader and the EY Coordinator daily. Final responsibility rests with the Board of Management through the CEO.

The Intern will be assigned a mentor to support their internship journey.

Contract Terms

The contract is for 2 years and is subject to the Intern completing all stages of the training programme. At the end of the 2 years Interns will be invited to apply for full-time (or part-time if preferred) positions within the Family Resource Centre.

Hours of Work

- The post is a part-time, 20-hour position Monday to Friday where the worker is available between 08:00 and 18:30.
- Education, Training and Learning are a requirement of the post and will be completed in the Interns own time.
- The Early Years Intern will be expected to attend other industry-related training on weekdays; evenings and some weekends to facilitate the completion of all essential training.
- The Early Years Intern will be expected to be flexible about morning, evening, and weekend work.
- The contract will be subject to continued funding.
- A six-month probation period will apply.

Education & Training

The contract is subject to the Intern remaining on the Centre's training programme. Failure to participate in the training programme will result in dismissal.

Salary

The salary for the Intern is €13,208 (€254 per week) for 20 hours of work per week.

Confidentiality

The Early Years Intern will always be expected to observe confidentiality in relation to the business of the Family Resource Centre.

Holidays

Twenty days per annum pro rata plus public holidays and privilege days.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.