

Role Profile

Job Title:	Children's Centre Family Worker	Grade:	Spinal column point range: 6
Department:		Post no:	
Directorate:	Children and Families	Location:	Children's Centres within the Locality

Role reports to:	Children's Centre Locality Co-ordinator
Direct Reports:	None
Indirect Reports:	Volunteers

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

PURPOSE OF ROLE:

Appointments are to the service and not a particular Centre.

- To plan, deliver and evaluate a range of quality, universal and targeted sessions/groups for children and their families to promote early learning and to improve speech and language, attachment and parenting support.
- To engage with local disadvantaged and at risk children and their families through direct contact and sustained interaction.

Key Accountabilities:

- To plan, deliver and evaluate a range of quality, universal and targeted sessions/groups for children and their families to promote early learning (for example, stay and play, creches) and to improve speech and language, attachment and parenting support.
- Be responsible for the well-being of those attending the session/group.
- To enter data relating to sessions/groups onto the relevant Children's Centre's database.
- To identify and make contact with disadvantaged, at risk and isolated families including home visits and visits within community settings.
- To liaise with other professionals supporting families including attending meetings.
- To establish and support a forum for parents accessing services through the Children's Centre

- To collaborate with partner agencies to individualise sets of services for families.
- To contribute to the development and implementation of the Children's Service's improvement plans.
- To encourage groups identified within the improvement plans to access Children's Centre services
- To identify the needs of families by building relationships with families and making referrals to appropriate professional and agencies, completing Early Help Assessment and Plan (EHAP) and other referral forms and maintaining accurate records as appropriate.
- To carry out EHAP assessments and attend Team Around the Family (TAF) when required and attend case conferences and reviews as required.
- To undertake outreach work in the community to identify new families within target groups; to promote activities via GP and dental surgeries, libraries, supermarkets, local religious and community groups etc.
- To undertake outreach work with providers of daycare services, ensuring all daycare providers know about the Children's Centre and the services offered; to encourage children accessing 2 year funding at daycares to also access "Stay and Play" and other Children's Centre's services.
- To undertake outreach work with schools to initiate joint projects (for example, transition to nursery sessions, participation at school events such as Summer fair, presence at nursery parents' evening.)
- To develop links with health partners to encourage healthcare professionals to refer into the Children's Centre's services where appropriate.
- To develop adult education opportunities, access to work and training support for families.
- To promote safety in the community and at home to reduce accidents
- To collect data for Children's Centre performance management and contribute to the measurement of impact of Children's Centre services on local families.
- To network with other Centre Practitioners across the entire service.
- To ensure that the Council's policies on Equality and Diversity are reflected in day-to-day practice and behaviour with colleagues, members of the public and external agencies etc.
- To apply best practice in Health and Safety in the workplace in collaboration with other members of the team.
- To cover in the nursery as and when instructed by senior staff.
- To undertake other tasks, which are commensurate with the level of the post, which, from time to time, may be necessary.

KEY PERFORMANCE INDICATORS:

- Reduction in the inequality gap and improve the outcomes of children and their families.
- Through the evaluated feedback of attendees, consistent improvement in the quality, value and delivery of targeted sessions/groups.
- To achieve/exceed targets for usage at the Children’s Centre.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- Children’s Centre Co-ordinator
- Other Centre practitioners within the locality and across the Borough
- Outreach team
- Local children, parents and volunteers

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

Develop and deliver a programme of activities

Supervise children and families and be responsible for their safety at the Centre

Record attendance and other administrative tasks

Ensure health and safety requirements are met

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Effective written and verbal communication skills
- 2) Ability to organise and prioritise workload independently
- 3) Knowledge of parenting and childcare practice
- 4) Ability to record and enter data accurately on computerised and paper systems.
- 5) Ability to network and develop professional working relationships with a wide range of stakeholders
- 6) Ability to develop rapport with parents through a supportive and encouraging approach
- 7) Ability to plan, run and evaluate a range of quality sessions and/or groups for children and their families.

ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION

- 1) NVQ level 3 in Childcare or equivalent qualification
- 2) Experience of Early Years childcare in a paid or voluntary capacity

Signature of Manager:

Date: / /

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Signature of post holder:

Date: / /

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