WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Job description and person specification

Early Years Practitioner

Family Hubs, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

Being part of the Family Hub team the role will support the implementation the family hub programme across West Northamptonshire; bringing together services and partners to ensure that children, young people, and families receive the right support at the right time.

This role is to provide children and families with a main point of contact for information, advocacy and support through the delivery of quality early years events, meeting their needs in a flexible and responsive way.

Responsibilities:

1.Promote information to parents and carers on Public Health and Family Hub initiatives/ messages and support them in accessing these to ensure that they get the help and opportunity that they and their children want, need and are entitled to, for example 2-year funded places, Healthy Start vitamins etc.

2. Plan, run, evaluate and develop a programme of quality events that promote Public Health and Family Help priorities, for example positive attachment, in partnership with other health care practitioners to promote responsive parenting. These are to delivered in our network of family hubs and other community venues to meet the needs of families across West Northamptonshire.

3. Support and develop good team and partnership working relationships to ensure effective delivery of a programme of events and support that encourages family involvement in their children's health.

4. Identify concerns and emerging needs early on and make referrals to specialist services as appropriate for assessment and intervention so that children, parents and carers have access to timely help.

5. Follow health and safety and safeguarding and child protection procedures and procedures ensuring children's safety at all times.

6. Provide a listening ear to people using Family Hub services and give confidential advice and advocacy where needed so that families in vulnerable circumstances have access to timely help and support.

7.Demonstrate awareness/ understanding of equal opportunities and other peoples' behavioural, physical, social and welfare needs.

8. Carry out other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

9. To maximise personal productivity; minimise duplication and errors; and manage information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to communicate effectively with children, families and colleagues both verbally and in writing.	Essential	I/ A
Ability to keep accurate records and good organisational skills	Essential	I/ A
Demonstrate ability to work on own initiative, as well as within the boundaries of own role and competencies, and to know when to refer appropriately	Essential	I/A
Ability to advocate for children and families, including children with special needs	Essential	I/A
Flexible and responsive – able to deal with potentially challenging situations.	Essential	I/A
The postholder should be committed to working with children and families from diverse backgrounds and to working with them to promote positive health and social outcomes.	Essential	I/ A
Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social or welfare needs.	Essential	I/ A
Hold a full current driving licence or ability to travel freely from place to place	Essential	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Desirable	A

Knowledge:	Essential / Desirable	Measured by
Knowledge of child development	Essential	I/ A
Awareness of issues that have an effect on the physical and mental heath of children and their families	Essential	I/ A
Recognition of the importance of safeguarding children	Essential	I/ A
Awareness to maintain confidentiality	Essential	I/ A
Knowledge of local support services	Desirable	I/ A
Knowledge of benefits and sources of help for financial and debt problems	Desirable	I/ A

Relevant experience:	Essential / Desirable	Measured by
Proven experience of working with children and families in a voluntary or paid capacity	Essential	I/ A
Experience of working with staff from difference disciplines and agencies.	Desirable	I/ A
Experience of working with/ facilitating groups	Desirable	I/ A

Education, training, and work qualifications:	Essential / Desirable	Measured by
Maths and English GCSE Grade C/ 5 or equivalent	Essential	I/ A
Level 3 in Early Years, heath education, childcare, social care or equivalent qualification	Essential	I/ A/ D
Counselling skills	Desirable	I/ A/ D
Paediatric First Aid qualification	Desirable	I/ A/ D
Basic Food Hygiene	Desirable	I/ A/ D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Additional pre-employment checks specific to this role include
Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37 hours a week	**Primary work base:**	Northampton Family Hub
Job family band:	Care and Welfare	**Worker type:**	Fixed
Salary range:	WNC Band 3	**Budget responsibility:**	None

People management	N/A

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council