

Job Description

Job Title: Child and Family Centre Worker
 POSCODE: CCC0253
 Grade: scale 4

Overall purpose of the job

With a particular focus on the 0-5 age group, provide support to children and families to access information, advice and guidance, play, support and learning opportunities in both targeted and universal group settings. Support will be delivered in both Child and Family Centres, Family Hubs and outreach venues within the wider community.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Ensure the safeguarding of children is paramount at all times and that any response required is in line with all relevant safeguarding policy and procedures.
2.	Proactively support families and/or first time or vulnerable parents to access the right service, at the right time where a need for support is identified.
3.	Work with partners to support families to access specialist advice that contributes to wellbeing, e.g., mental health or domestic abuse services.
4.	Plan and lead activities which meet the individual needs of children and families.
5.	Through the delivery of groups and activities promote and facilitate parental understanding of children's needs and factors impacting upon them.
6.	Provide information and signposting to families, including self service via the online offer.
7.	Familiarise self with and adhere to relevant health and safety policies and procedures and escalate issues as appropriate.
8.	Support the service to identify emerging themes and issues from sessions, evaluations and feedback.
9.	Participate in individual supervision, appraisal sessions, team meetings and training.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key skill Level 2: GCSE grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C, intermediate apprenticeship, level 2 award, level 2 certificate, level 2 diploma, level 2 ESOL, level 2 essential skills, level 2 functional skills, level 2 national certificate, level 2 national diploma, level 2 NVQ	Any subject	Essential
Other relevant childcare or early years qualifications at level 3 or above	Childcare or early years specific	Desirable
Paediatric First Aid	First Aid	Desirable
Safeguarding training	Children, young people and adults	Desirable
Assessment and observation skills	Child and family focus	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge	Knowledge of the Early Years Foundation Stage requirements.	Essential
	Understanding of child protection policies and procedures and the importance of safeguarding children, young people and vulnerable adults.	Essential
	Practical knowledge and experience of working with vulnerable families and being aware of the issues a practitioner may face while working with vulnerable families.	Essential
	An in-depth knowledge and working understanding of health and safety policies and procedures, specifically in a child and family setting.	Essential
	Knowledge of community based support services available for families.	Desirable
Skills	Able to work flexibly to support the delivery of the child and family centre offer, including some evening and weekend working as required.	Essential
	Competent in the use of IT software including Word, Excel, social media and data reporting systems.	Essential

	Able to travel locally across the District.	Essential
	Ability to carry out routine administration, for example attendance records and evaluations.	Essential
	Commitment to own continuing professional development and access to training.	Essential
	Commitment to anti oppressive and anti discriminatory practice.	Essential
Experience	Direct experience of working with children aged 0-5 years and their families.	Essential
	Experience of facilitating group sessions for parents.	Essential
	Experience of providing information, advice and signposting services to families.	Essential
	Direct experience of developing and maintaining effective relationships with parents.	Essential
	Experience of engaging parents in community activities.	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks X

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile
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