

Job purpose and person specification

Job Title: Child and Family Centre Worker

Service: Children and Families Services

Grade: Scale 4

Reports to: Early Help Assistant Manager (Child & Family Centre)

Job Purpose:

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 & Family Centres and outreach venues within the wider community. This may also include supporting crèche provision as and when required, for example when parenting groups are being delivered.

Principal Accountabilities:

Planning, delivery and intervention with children & families

- Proactively support families to seek access to the right service, at the right time where a need for support is identified through universal or targeted group provision
- 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
- Work with partners to support families to access specialist advice that contributes to wellbeing for example smoking cessation and obesity
- Plan & deliver one off sessions providing advice and guidance to families around locally agreed topics for example sleep routines or healthy eating
- Identify, assess and if requested book community outreach venues that are family friendly spaces where a range of activities could take place in locations agreed & identified by the Child & Family Centre Manager
- Liaise with key partners associated with outreach venues in the local community to ensure buildings meet the family friendly criteria as outlined in the service specification
- Plan and lead stay and play sessions which meet the individual needs of children and families
- Provide direction and support to volunteers who are helping to deliver sessions

- Evaluate all sessions using appropriate tools to inform service delivery, priorities & to capture the voice of the child and family
- Prepare spaces for service delivery including those being led by internal or external partners, for example contact visits, by ensuring that the appropriate equipment and resources are in place
- Commission (in agreement with the Child & Family Centre Manager) and/or deliver crèche provision as appropriate ensuring they are run in line with all relevant procurement and regulatory policies and guidelines
- Ensure all children and families attending sessions are registered with the service and relevant consent is provided where necessary for example photo consent
- Provide information and signposting to families, including self service via the online offer
- Through the delivery of groups and activities promote and facilitate parental understanding of children's needs and factors impacting upon them

Health and Safety

- Familiarise self with and adhere to relevant health and safety policies and procedures and escalate issues as appropriate
- Undertake a visual health and safety check of the venue to be used for activities, identify any potential hazards and address them as required
- Deliver sessions and set up venues in line with health and safety and lone working guidance to ensure the safety of service users, employees and partners at all times

Other duties and responsibilities

- Support the service to identify emerging themes and issues from sessions, evaluations and feedback
- Actively & constructively participate in meetings when required to do so
- Participate in individual supervision, clinical supervision (as required), appraisal sessions, team meetings and training
- Maintain up-to-date knowledge of relevant government guidance, local policies and national research

Job Knowledge, Skills & Experience:

Minimum levels of qualifications and/or equivalent experience 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	Any subject	Essential

skills, level 2 functional skills, level 2 national certificate, level 2 national diploma, level 2 NVQ		
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 & vulnerable adults	Desirable
Assessment and Observations Skills	Child & family focus	Desirable

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

Knowledge & understanding	Describe	Essential / desirable
	Knowledge of the Early Years Foundation Stage requirements	Essential
	Knowledge of what constitutes good quality childcare	Essential
	An in depth knowledge and working understanding of Health and Safety policies and procedures specifically in a child and family setting	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 issues a practitioner may face while working with vulnerable families	Essential
	Knowledge of community based support services available for families	Desirable

Skills	Describe	Essential / desirable
	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 packages	Essential
	Able to travel locally across the District	Essential
	Ability to manoeuvre furniture and equipment to set up venues ready for delivery	Essential
	Ability to carry out routine administration for example registering children, attendance records and evaluation	Essential
	Commitment to own continuing professional development and access to training	Essential

	Commitment to anti oppressive and anti discriminatory practice	Essential
	Full knowledge of Word, Excel, social media and data entry on a case recording system	Desirable

Experience	Describe	Essential / desirable
	Direct experience of working with children aged 0-5 years and their families	Essential
	Experience of facilitating group work sessions for parents	Essential
	Experience of providing information, advice and signposting to services and support	Essential
	Direct experience of developing and maintaining effective relationships with parents	Essential
	Experience of engaging parents in community activities	Essential
	Demonstrate an understanding of the safe working practices that apply to this role	Essential
	Ability to work in a way that promotes the safety and well-being of children, young people and vulnerable adults	Essential