

First Steps Enterprise Limited & Granby/Dingle Children's Centre
Job Description – Family Link Worker with lead for Early Learning & School Readiness (1 position)

Salary: £20,344 per annum pro-rata/21 hours per week

Initially Fixed term to 31st March 2020

Primary Purpose of The Job:

The position of Family Link Worker is a diverse role where no two days are the same. If you enjoy being exceptionally busy, working in a thriving and stimulating environment whilst gaining a great deal of job satisfaction you will enjoy the role of Family Link Worker.

The role involves developing and delivering Early learning sessions for families with children under five years, using your skills and abilities to observe children and plan sessions to ensure their progression.

You will continue this support in the family home, helping parents to strengthen the skills they have already and promote a positive learning environment at home through Play at Home Programmes. Our overall aim is to ensure the children have optimal opportunities to reach their potential are ready to learn and transition to nursery or school

We have strong partnerships with local Schools, Nurseries and Community settings where we work with their teams to engage families and provide services to promote Children's learning and development with particular focus on Speech, language & communication

Family Link Workers provide direct support to children and their families facing a range of difficulties. This role will provide additional support at an early stage to help divert families from requiring higher threshold. With the family and partner agencies you will develop individual targeted plans of intervention in accordance with the needs of the child and their family as part of the Early Help Assessment process.

Your interpersonal skills will be key in establishing trust to form relationships with Parents/Carers to ensure their co-operation to work with you to achieve the best outcomes for their children. Parenting is a difficult job and most parents at some point will benefit from additional support. The Children Centre offers a wide range of Parenting Courses which are facilitated by our Family Link Workers. The successful candidate will receive training to deliver courses such as Incredible Years and Nurturing.

We are looking for a committed, pro-active Family Link Worker who is committed and dedicated to improving children's life chances

Directly Responsible To:

Children Centre Manager

Directly Responsible For:

- Championing, facilitating and developing progressive universal Early Learning Sessions
- To promote parental involvement in their child's learning.
- Support development & implementation of Children Centre Early Learning Strategy 2019/20
- To facilitate Accredited Parenting Programmes
- To undertake Family Support Work and provide individual, customised Early Help interventions

This Post Is Subject to Disclosure:

Enhanced DBS and two references

Main Areas of Responsibility:

1. To champion the School Readiness Agenda.
2. To support the Children Centre Manager and Children Centre Team in the provision of support and support services for children and their families.
3. To undertake Family Support Work and provide individual, customised Early Help interventions
4. To increase registration, active participation and the use of the Centre by parents and carers
5. To facilitate Early Learning sessions and programmes to support parents that addresses the School Readiness agenda in line with EYFS Legislation.
6. To work closely with Schools, PVI's and Childminders in the reach area.
7. To promote language enrichment throughout services and one to one work with Families and children.
8. Develop and Facilitate parenting programmes as required within the centre/community.
9. To undertake work with the family home including Play at Home, Early Help interventions, parenting support.
10. To promote the use of the children centre's services by fathers from the local community and to support fathers in meeting the needs of their children.
11. Promote the Equal Opportunities Policy of the Council.
12. To promote the safe guarding of children in accordance with the council's framework for the care and protection of children.
13. To be proactive in providing information on support services to parents and others.
14. To promote inclusion strategies within the Children Centre.

15. To attend regular supervision and personal review and development meetings as part of the performance management framework and participate in individual and team training and development activities.
16. A commitment to work with other agencies and use common processes for children 'in need' including EHAT, Team Around the Family and lead professional roles.
17. The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder

Summary of Terms and Conditions:

- Salary: £20,344 per annum pro-rata
- Number of hours per week: 21
- Annual leave based on number of hours worked per week and over the contract fixed-term period. This is done on a pro-rata basis of 25 days leave. Bank Holidays are additional.
- If the period of work covers any Christmas shutdown period of the centre, workers will be required to take hours from their leave allocation for this for the days they normally work – e.g. if a normal working day is a Monday but not a Tuesday, the worker would take the Monday as leave but not the Tuesday (non-Bank Holiday days)
- Place of work: Tuebrook/West Derby/Yew Tree Children's Centre, Liverpool
- Initially fixed-term to 31st March 2020
- Subject to 12-week probationary period
- This post is funded through the placement children's centre.
- Application forms can be found here: <http://firststepsenterprise.co.uk/vacancies/>

Person Specification:

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 3 in child care and education, NND, Health and Social Care qualification or equivalent.* 	A
	<ul style="list-style-type: none"> A commitment to undertake further training and development* 	A I
Experience	<ul style="list-style-type: none"> A minimum of three years' experience of providing support for children and families.* 	A I
	<ul style="list-style-type: none"> Experience of direct work with children aged 5 and under.* 	A I
	<ul style="list-style-type: none"> Experience of working in partnership with parents.* 	A I
	<ul style="list-style-type: none"> Experience of collaborative and multi-agency working to support children and families.* 	A I
	<ul style="list-style-type: none"> Experience of normal language development in children under five. (D) 	A I
	<ul style="list-style-type: none"> Experience of working with children and families in their homes. (D) 	A I
	<ul style="list-style-type: none"> Experience of developing services and activities that support children and parents that address areas of identified need.* 	A I
	<ul style="list-style-type: none"> Experience of planning and evaluating sessions in line with EYFS. * 	A
	<ul style="list-style-type: none"> Ability to demonstrate a working knowledge of early child development birth -5 years.* 	AI
	<ul style="list-style-type: none"> Knowledge and understanding of Children's Centre services and their aims.* 	AI
	<ul style="list-style-type: none"> Knowledge and experience of tracking children's progress in line with EYFS. 	AI
Skills/Abilities	<ul style="list-style-type: none"> Ability to communicate effectively, using good written and verbal skills with young children, families, other professions and multi-disciplinary organisations in a wide range situations and at different levels.* 	A I
	<ul style="list-style-type: none"> Ability to work in partnership with parents and professionals.* 	A I
	<ul style="list-style-type: none"> Ability to work as part of a team in supporting the day to day operation of the service.* 	A

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> • Ability to develop the use of the Centre by parents/carers and foster carers.* • Experience of facilitating courses and activities to support parent and family needs. (D) • Ability to work as part of a team across a range of services including health, Family Support and Neighbourhood Early Years Service etc. to support parents in meeting the needs of their children.* • Ability to support all the policies / procedures of the City Council including Safeguarding of Young Children.* • An understanding of legislation that relates to children and families.* 	<p>A</p> <p>A I</p> <p>A I</p> <p>A</p> <p>A I</p>
Commitment	<ul style="list-style-type: none"> • An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. * • A commitment to Sure Start aims, objectives and principles. * 	<p>A I</p> <p>A I</p>
Other	<ul style="list-style-type: none"> • This post is subject to Enhanced CRB Disclosure* • To undertake training and supervision as required by management.* • To work flexibly to support the overall operation of the centre.* • Computer and IT familiarity. • A satisfactory sickness record over the previous two years (subject to the need to act with consistency and fairness and to pay particular attention to equality of opportunity issues such as sickness related to a disability and/or pregnancy).* • To work flexibly to support the overall operation of the centre. (Occasional weekend and evening work required).* • Willingness to travel between early year's settings and nurseries as required either by car or public transport. * 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>