

Job Description

Job Title:	Children Centre Practitioner
Management Group:	Family Wellbeing Service
Department:	Children's Social Care
Section:	Children Centres
Reports to:	Children's Centre Operational Lead

Main purpose of the job:

To plan, deliver and evaluate community and centre-based groups and activities in support of children's learning, development and health including delivery of aspects of the healthy child programme.

To advise parents/prospective parents on positive parenting skills including understanding and managing child behaviour, weaning and nutrition, play and stimulation, speech and language development, sleep management and toilet training, ensuring that advice is evidence based to facilitate school readiness and transitions for 3-5 year olds who are not already in early education.

To support parents to develop new skills and abilities including parenting and opportunities to access adult education, training, and employment. To be creative and innovative in the outreach and engagement of vulnerable groups who may be isolated and at risk of poor outcomes.

To be proactive in the early identification of children with additional needs ensuring appropriate support is delivered for the child and family resulting in children reaching/ achieving their key milestones in readiness for learning/transitions to Early Years Education.

To provide small, targeted interventions to support families via children's centre activities or in the home if required to increase the confidence of parents & carers in addressing any future challenges and avoid escalation.

Major Duties and Responsibilities:

To work as part of the Children's Centre team to identify and make contact with disadvantaged, at risk and isolated families, including home visiting when required and encourage use of the hub services

To establish and support a forum for parents accessing services through the Children's Centre

To facilitate a wide range of groups across the age range to meet the identified needs of the community including parenting and providing support in the context of the healthy child programme / first 1001 days of life.

To maintain appropriate records, including registers, incident books, in accordance with established procedures and collect data for Children's Centre performance management which contribute to the measurement of impact of services

To plan and prepare relevant sessions with parents and/or children which promote children's centre outcomes and to model good practice offering good quality play opportunities in line with the Early Years Foundation Stage Framework (EYFS) where appropriate

To be aware of and comply with relevant guidance and regulations in order to ensure the smooth running and safety of any sessions.

To work in partnership with other agencies, for example close collaboration with health visitors and midwives and integration of early help services for families with children across the age range.

To have an awareness of safeguarding issues, identifying where there is a cause for concern and taking appropriate action in accordance with child protection guidelines, including informing a senior member of staff of any concerns

To undertake home visits or targeted support within the home if required

To work across the borough as the need arises and from various locations such as Children's Centres, Health and Community settings.

To liaise with social workers regarding cases that have emerging safeguarding issues and where pieces of joint work have been identified

To keep up to date regarding local provision so that families have clear exit support plans that link them in with the voluntary sector, play services, children's centres and other voluntary sector provision

To ensure that data and information about children, young people and families is secure, that the Council's data protection policies and procedures are followed, and that information sharing protocols are observed

To ensure early identification of children with additional needs ensuring appropriate support is delivered for the child and family resulting in children reaching/ achieving their key milestones in readiness for learning/transitions to Early Years Education.

To attend supervisory meetings, team meetings and training as required in order to further develop skills and knowledge and equip the team with additional resources.

To work in an integrated way with other colleagues in Family Wellbeing as well as across the multi-agency hub to support children and families to achieve positive outcomes

To work flexibly, which may include occasional evening or weekends as required.

The duties and responsibilities outlined in this job profile are indicative of the role. However, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager

Job Activities:

To plan and facilitate age and developmentally appropriate sessions for children and targeted groups to support parents/carers and the wider children's centre offer. This will include obtaining and maintaining appropriate resources and setting up / delivering and evaluating the session.

To run specific group activities within the centre for parents/carers and their children which promote positive outcomes for those involved in line with Children's Centres and local performance indicators and reduce inequalities.

To plan and agree brief interventions for families to be delivered in the home if necessary

To undertake outreach work with local community groups from a variety of different settings across the Borough

To liaise with other professionals and report any concerns or child protection issues that arise when carrying out these duties.

To attend and contribute to professional meetings as requested and write reports.

Person Specification

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SELECTION CRITERIA	ESSENTIAL/ DESIRABLE (E/D)	METHOD OF ASSESSMENT (see key)
<p>(a) <u>Education and Formal Training</u></p> <p>A qualification related to the field of work (e.g. educated to Level 4 in childcare or other)</p>	E	A
<p>(b) <u>Relevant Technical Experience and Knowledge</u></p> <p>Experience of working directly with children and families in a social care, educational or Children's Centre environment.</p> <p>Experience of working with multi-racial group.</p>	<p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p>
<p>(c) <u>Relevant Abilities and Competencies</u></p> <p>Ability to work in non-discriminatory ways and promote the Principles of managing diversity.</p> <p>Ability to quickly establish appropriate, productive and professional relationships with clients and workers from different agencies.</p> <p>Ability to communicate effectively</p> <p>Ability to work well within a team</p> <p>Ability to be creative and innovative in providing services</p> <p>Ability to be responsive to the needs of the child and their parents</p> <p><u>English Language Requirements for Public Sector Workers:</u></p> <ul style="list-style-type: none"> • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. • Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

(d) Additional Requirements		
Enhanced DBS	E	A, I
Willingness to work flexible hours including weekends	E	A, I

KEY:

I = Interview
 PQ = Personality Questionnaire
 DBS = Disclosure & Barring Service

A = Application Form
 P = Presentation
 DL = Driving Licence

AT = Ability Test
 PE = Practical Exercise

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
Partnership	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>

Listening and Responding	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>	<p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>
Open and Accessible	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>	<p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations</p>
Impact	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence</p>	<p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>