

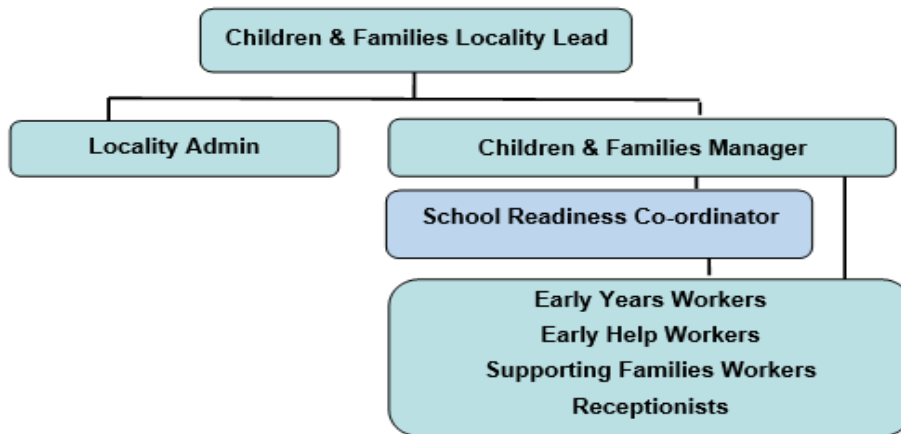
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Service:	Children's Services- Early Help & Schools
Section:	Early Help & Early Years Service
Location:	Localities
Job title:	Early Years Worker
Post number:	
Grade:	Grade 5
Accountable to:	School Readiness Co-ordinator/ Children & Families Manager
Accountable for:	Not applicable
Hours of Duty:	37 hours per week in accordance with Service requirements and Scheme of Flexible working arrangements/Service work-life balance scheme.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>Required to travel within and outside the Borough. For car owners, casual car mileage payable</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. To undertake direct one to one and group work with children and families promoting engagement with relevant services to improve school readiness outcomes, in particular with vulnerable groups with a focus on reducing inequalities.
2. To work within a variety of settings including children and families homes contributing to the effective delivery of information, advice and support to parents/carers of young children to improve outcomes.
3. To work as part of a multi-disciplinary team providing an integrated service for children and families in line with Rochdale's family offer and the Greater Manchester Early Years Delivery Model.

Control of Resources

Personnel

This post will not be responsible for supervising/managing other staff

Financial

This post will not be expected to be responsible for a budget

Physical/Equipment/Materials

This role will be required to move equipment and resources in line with service delivery to venues, using their own transport or public transport. The job will require a certain amount of traveling within the locality between Children's Centres, outreach venues and family homes. You will be expected to work with children 0-5 years at their level and this will involve a certain amount of physical activity including bending, kneeling and sitting on the floor for prolonged periods.

Health/Safety/Welfare

It is the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work in accordance with the Health and Safety Policies of the Council. When working off sites (for examples on home visits) the post holder will follow lone working and risk assessment guidelines issued to staff to ensure their safety and the safety of others.

Equality and Diversity

The local Authority is committed to openness and equality of opportunity in every activity. There is a key responsibility within this post to ensure that support is available and responsive to needs of vulnerable children and parents/carers within the locality, including those who find it more difficult to access services. All employees will ensure that every individual is treated with dignity and respect in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

To undertake all mandatory training and additional training specific to the service area. To effectively and proactively implement health and safety legislations and good practice.

The post holder will be responsible for assisting in the identification of his/her own training and development requirements in line with the service area and accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Members of the Council, Senior Management and staff within the Service and other Council Services Partner Agency, GMCA, voluntary and community groups.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To work as part of the locality multi -disciplinary team to improve outcomes and reduce health and social inequalities for children and families.
2. To plan, deliver and evaluate high quality play based sessions which will enhance children's learning and development, ensuring each session is delivered in line with the Early Years Foundation Stage.
3. To identify the needs of young children and families within the locality and provide co-ordinated activities to meet demand, including promotion of quality home learning environments.
4. To plan, facilitate and evaluate play and development programmes for individual children and their families and support them to benefit from wider play and learning opportunities.
5. To deliver evidence based interventions to children and families supporting the development of communication, language, speech and listening in line with the local school readiness offer and GM delivery model.
6. To work towards a whole-family approach and single action plan, undertaking comprehensive assessments and ensuring plans are regularly updated (e.g. Early Help Assessment)
7. To complete and maintain accurate records ensuring that notes are taken in a timely manner to accurately reflect the situation and appropriately using office systems, including Early Help Modules, Liquidlogic, Tracking Databases etc.

8. To plan, deliver and assess high quality assessments e.g. Wellcomm Assessments to improve outcomes for children and families, identifying children who require additional support and signposting to appropriate services.
9. To welcome and engage families within children's centres, supporting them to become active participants in the service and involving them in the co-production of services.
10. To work flexibly to support the family offer and occasionally work with older siblings ensuring all children have equal access to care and education opportunities.
11. To contribute to team, operational, governance and other meetings as appropriate, producing reports as necessary. To contribute to the development of the localities self-evaluation and service plans as directed by managers.
12. To ensure that all local children, young people and families are consulted using a variety of methods, their voices are heard, they have an input into how decisions are made, and services are reflective of their lived experiences.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Amanda Highland-Partington	Date	June 2020
Agreed by Postholder		Date	
Supervisor		Date	
Service Director		Date	

**Rochdale Borough Council
Person Specification**

Service :	Children's Services- Early Help & Schools	Post:	Early Years Worker
Section :	Early Help & Early Years Service	Post Number :	
Job Ref:		Grade:	Grade 5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a)	Special Working Conditions		
1	Please confirm you are able to work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service	E	AF/I
2	Please confirm you are able to travel within and outside the Borough as required	E	AF/I
3	Please confirm you are able to undertake work outside of normal hours as required	E	AF/I
(b)	Qualifications and Experience		
4	Please confirm you are educated to a minimum of NVQ Level 3 in Early Years and Childcare (NNEB, BTEC etc.)	E	AF/I Production of certificate at interview
5	Please give details of your experience of liaising effectively and sensitively with families, supporting a range of children and families within vulnerable groups and across diverse communities.	E	AF/I
6	Please give details of your experience of planning and evaluating activities/ programmes and of consulting with children and families.	E	AF/I
7.	Please demonstrate your experience of operating IT applications in daily work environment	E	AF/I
(c)	Skills and Knowledge		
8	Please give details of your ability to maintain accurate records of interventions with families and children.	E	AF/I
9	Demonstrate your knowledge and understanding of child development, safeguarding processes and procedures, and the importance of welcoming and inclusive environments for children and families.	E	AF/I
10	Please demonstrate your ability to communicate effectively and engage with children/ young people and families both verbally and in writing.	E	AF/I

11	Please give details of your ability to work effectively as a member of a multi- agency team delivering services to children and families.	E	AF/I
12	What is your knowledge and understanding of school readiness assessments and evidence based interventions, including the Greater Manchester Early Years Delivery Model?	E	AF/I
13	Demonstrate with examples your knowledge and understanding of legislation and how it impacts on children and their families e.g. equalities, health and safety, safeguarding.	E	AF/I
14	Please give details of your good organisational skills and the ability to prioritise work and make effective use of time.	E	AF/I
(d)	Behaviours and Values		
15	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I