

**JOB DESCRIPTION**

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| **Post Title**: Early Years Support Worker | | | |
| **Department**: Children & Young People | | **Post No**: | |
| **Division/Section**: Early Help & School readiness | | **Post Grade**: Grade 8 | |
| **Location**: Borough Wide / Agile | | **Post Hours**: 37 her per week | |
| **Special Conditions of Service**:  Some evening and weekend work will be required  Flexible / Agile working | | | |
| **Purpose and Objectives of Post**:  The Purpose of the post is to provide practical and emotional support to children young people and their families to safeguard and promote their welfare  Work with parents, families to enable them to make positive changes and meet their children’s care needs in order to enable them to achieve their potential  Work with other providers to support them in their offer to families  The Objectives are:   1. Promote Parents, children and young peoples participation 2. Contribute to the assessment of risk and work within the Local Authority’s safeguarding procedures, as appropriate to your role 3. To understand the needs of the children, young people and families through assessment 4. To develop links with universal services such as health, early year’s settings, schools and colleges and work alongside agencies to provide specific intervention in order to address issues such as mental health and emotional wellbeing, parenting concerns and family relationship breakdown. 5. To provide the right support at the right time for children, young people and their families, to ensure that they are able to make a positive contribution to community and do not require long term statutory intervention by taking a strengths based approach to family intervention, which seeks to understand and address issues rather than dealing with individual problems in isolation. 6. To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. | | | |
| **Accountable to**: Executive Director of Children & Young People | | | |
| **Immediately Responsible to**: Team Leader | | | |
| **Immediately Responsible for**: N/A | | | |
| **Relationships: (Internal and External)**  Internal  With other Childrens’ Services staff  External  With those children, young people and their families who are in receipt of services.  With staff in other sections/departments of the Local Authority as appropriate.  With Health Authority personnel, including health visitors, school nurses and GP’s.  With staff in relevant statutory and voluntary organisations.  With members of the Council, and members of the public and the local community. | | | |
| **Control of Resources**:  To work within controlled budgets.  Use of office equipment e.g. Laptop, PC, mobile phone  To adhere to health and safety policies | | | |
| **Duties/Responsibilities**: | | | |
| 1. Provide practical and emotional support to children and their families to support the implementation of the child’s plan  * Plan and implement programmes of agreed work with children/young people and their families. * Work in partnership with other agencies to devise workable strategies for managing behaviours * Support parents in carrying out behavioural programmes  1. Promote Parents, children and young people’s participation  * Develop social opportunities and age appropriate skills * Actively engage with children and young people to ascertain their wishes and feelings * Empower and develop the skills of parents, children and young people to express their views appropriately * Create and implement targeted pieces of evidenced based parenting work using recognised assessment and planning tools in line with the Local Authorities procedures. * Facilitate and enable community groups to develop programmes to support parents and children as part of a universal offer  1. To work in line with Departmental policies and procedures by:  * Working within the local authority’s policies and procedures to safeguard and promote the welfare of the child and young people * Organise and /or participating in inter-agency planning meetings, conferences and reviews promoting the involvement of children, young people and their families. * Provide relevant reports for the above meetings * Maintain accurate case records * To work as a member of a team  Other  * To participate in all supervision sessions as required and undertake employee reviews in line with policy * To work as part of a team and to participate in regular team meetings * To undertake training and development opportunities relevant to the job * To work within all statutory regulations, policies and procedures in line with Bury Council * Raise awareness and provide information in the community of the services available to children and their families. * Contributing to the development of the team and its efforts to improve services  Additional responsibilities specific to the post of Early Years Support Worker  * To lead on school readiness and improving health for under 5’s. * To be responsible for delivering group activities, including planning and observations of children in a variety of settings. * Contribute to multiagency meetings, where appropriate and support universal services in the completion of high quality assessments. * Deliver evidence based individual work and group programmes with parents, young people and families as required. * Build capability in families; by sharing decision-making and identifying solutions, families can take ownership of themselves. * Provide guidance, advice and support to families by identifying needs through the Graded Care Profile 2, ACE Tools and other risk identification tools as appropriate. * Undertake work flexibly in response to need in a variety of different environments, undertaking home visits and other settings in the Community. * To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. * Supporting families to ensure children are able to access and positively participate in education with particular reference to transition to primary education. * Raise awareness and provide information in the community of the services available to children, young people and their families. | | | |
| General   * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. * As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues. | | | |
| * Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**DEPARTMENT FOR CHILDREN & YOUNG PEOPLE**

**EARLY YEARS SUPPORT WORKER**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Qualifications*** | | |
| Level 3 or above qualification in Early Years. |  |  |
| ***Experience*** | | |
| Significant experience in working with vulnerable children and their families |  |  |
| Experience of assessing, planning and working with children and families in a multi-disciplinary context |  |  |
| Experience of lone working and adhering to safe working practices |  |  |
| Experience of working with families around parenting strategies and approaches |  |  |
| Experience and/or trained in the completion of the Graded Care 2 Profile |  |  |
| Experience of facilitating evidence based programmes with parents, children and young people to achieve positive behaviour change |  |  |
| Experience of facilitating/attending Family Group Meetings |  |  |
| ***Knowledge & Understanding*** | | |
| Understanding of child development and issues that may require a child to be in need of protection or statutory intervention |  |  |
| Understanding of risk taking behaviours and how this impacts on children, young people and their families |  |  |
| Understanding of the importance of equality, diversity and anti-oppressive practice in the provision of care |  |  |
| Excellent understanding of safeguarding practice and application of continuum of need thresholds. |  |  |
| Knowledge of how community based services can be used to bring change to families lives |  |  |
| Thorough knowledge of child development and attachment theory |  |  |
| Understanding of Adverse Childhood Experiences and how this can impact on families |  |  |
| ***Other*** | | |
| Willing to work in a flexible manner outside of normal office hours where required |  |  |
| Willing to undertake training / professional development as required |  |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| Interview / Assessment | Skilled in observation, and analysing interactions ensuring that accurate records and client confidentiality is maintained |
| Interview / Assessment | Capacity to develop and maintain professional relationships |
| Interview / Assessment | Ability to undertake evidence based assessments and make appropriate recommendations |
| Interview / Assessment | Ability to prioritise and work effectively |
| Interview / Assessment | Ability of influencing others, giving examples of communication style, negotiating techniques and leadership abilities, including managing conflict |
| Interview / Assessment | Capacity to practice ways of working with people that will motivate and empower |
| Interview / Assessment | Ability to promote creative solution to meet the individual need |
| Interview / Assessment | Ability to work in partnership with parents/carers ensuring children’s needs are met |