

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Early Help and Schools
SECTION:	Sure Start
LOCATION:	Various to meet the needs of the Service
JOB TITLE:	Children's Centre Worker
POST NUMBER:	
Grade:	Grade 4
Accountable to:	Senior Children's Centre Practitioner
Accountable for:	N/A
Hours of Duty:	37 hours at Deeplish Children's Centre 18 ½ hours at Derby Street Children's Centre flexible working hours per week in accordance with the needs of the service
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 R B C.</p> <p>This post is subject to DBS and background checks</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

Refer to Final Page

PURPOSE AND OBJECTIVES OF THE JOB

Under the direction of the Senior Children's Centre Practitioner and other designated staff deliver children centred services, to include the education, care and welfare of all Children accessing.

To work as part of a multi-disciplinary team to provide a fully integrated service for children and families in line with the Children's Centre agenda and within the Children's Centres policies and procedures.

Control of Resources

Personnel

Support and supervision of appropriate centre staff.

Financial

To manage allocated budget.

Equipment/Materials

To be responsible for any materials, resources and equipment used in relation to the post.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

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

Relationships (Internal and External)

Internal

Children's Centre staff, RMBC, including School staff, other Local Authority staff, parents / carers, children, Elected Members and Trade Union Representatives.

External

Other agencies, voluntary sector and community groups, Rochdale, Heywood and Middleton Health Teams and staff of other Local Authorities and Government Departments.

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 in the Rochdale Way:

- Valuing our people
- Focusing on customers

- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

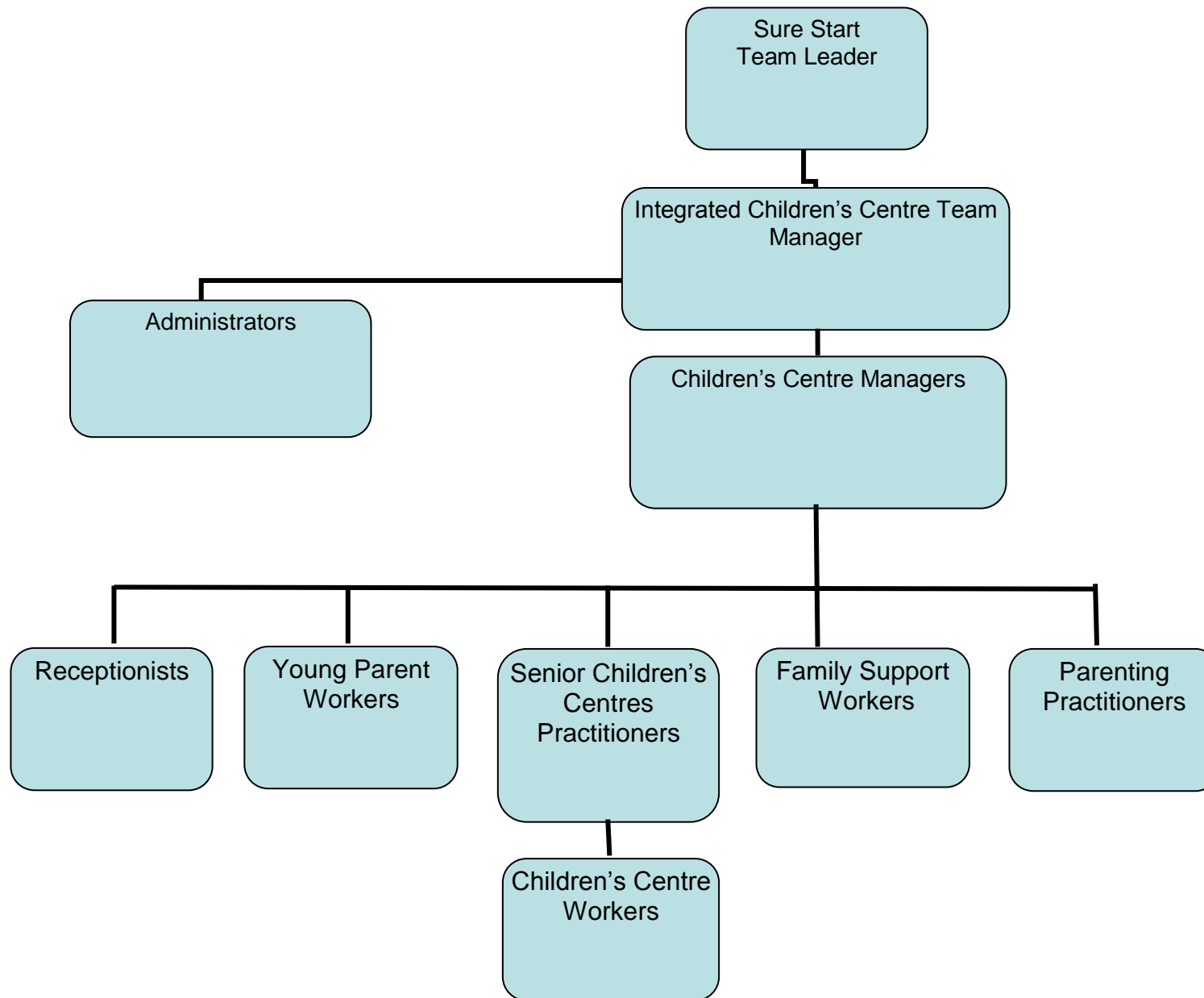
Principal Duties

1. To work as part of an integrated team to identify, set up, deliver, monitor and evaluate children's centre services and activities for children and families which reflect the diverse needs of families. .
2. To welcome and engage families within the children's centre, supporting them to become active participants in the services and activities on offer, fostering the home/ centre partnership and acting as a role model.
3. To work across the centre and community and offer home visits as an introduction to children's centres as part of an integrated multi disciplinary team providing care and education for children.
4. To identify and plan activities to promote and encourage parental involvement in children's learning.
5. To participate in the planning, delivery and evaluation of a curriculum, including report writing, which promotes the learning and development of children from birth to five in line with the Early Years Foundation stage curriculum guidance.
6. To ensure that through an integrated approach all early years services promote and reinforce the five outcomes for children.
7. To understand and respond to the individual needs of children, e.g. children who have English as an additional language, children with a disability by using specialist skills and training.
8. To observe and assess regularly children's individual development, ensuring all aspects of the child's life are recognised and respected. To observe and record, when appropriate, children's progress and development in line with centre policies, Foundation Stage Curriculum, SEN code of practice, RCAF and Core Assessment when required.
9. Occasionally to work with older children to ensure all children have equal access to opportunities to care and education.
10. To facilitate the delivery of contact sessions for children in care, where appropriate in consultation with the contact service.
11. To contribute to inter-agency assessment of children and families (RCAF).
12. To prepare accurate and effective reports and records related to the various activities of the centre and for safeguarding conferences/reviews as required.
13. Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection. Record and report all concerns to the appropriate person
14. To attend relevant in service training and keep up to date with developments in the early years.
15. To contribute to the eradication of child poverty by focusing specifically on working families living in poverty

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	<u>Laura Beesley</u>	Date	<u>March 2013</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>



**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Children's Centre Worker
Section :	Sure Start	Post Number :	Various
Job Ref:	3598	Grade:	Grade 4

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.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Please advise which location you are applying for?	E	AF and I
2 Do you have a diploma in Nursery Nursing or BTEC National in Childhood Studies in Nursery Nursing or NVQ Level 3 in Childcare and Education?	E	AF and I and check at interview
3 Do you have experience of working with children / young people and / or their families?	E	AF and I
(a) Special Working Conditions		
4 Are you willing to attend appropriate training courses?	E	AF and I
5 Do you have the ability to work flexibly to meet service need, usually between the hours of 8am - 6pm and on four planned Saturdays per year?	E	AF and I
6 Do you have the ability to attend occasional meetings outside Centre hours?	E	AF and I
7 Do you have the ability to attend meetings across the Borough?	E	AF and I
(b) Qualifications and Experience		
8 Do you have a diploma in Nursery Nursing or BTEC National in Childhood Studies in Nursery Nursing or NVQ Level 3 in Childcare and Education?	E	AF and I and check at interview
9 Detail your experience of liaising effectively and sensitively with families.	E	AF and I
10 Detail your experience of planning support, activities and programmes for children/ young people and their families.	E	AF and I
(c) Skills and Knowledge		
11 Please tell us about your ability to keep accurate records of interventions of support with families and children.	E	AF and I
12 Please tell us about your ability to monitor and evaluate the impact of interventions on children/young people and their families	E	AF and I
13 Please tell us about your ability to communicate effectively and engage with children/ young people and families both verbally and in writing. .	E	AF and I

14	Please tell us about your ability to work effectively as part of an integrated team delivering services to children and families.	E	AF and I
15	Please give details of your knowledge of child growth and development.	E	AF and I
16	Please explain your understanding of the issues facing vulnerable families and their children/ young people	E	AF and I
17	Please explain your knowledge and understanding of legislation and how it impacts on children and their families e.g. equal opportunities, health and safety and safeguarding.	E	AF and I
18	Please explain your understanding and commitment to an inclusive environment that reflects the needs of children and families	E	AF and I
19	Please give examples of your good organisational skills and your ability to prioritise work and make effective use of time	E	AF and I
20	Please explain your understanding of the causes and consequences of child poverty and how this work addresses these.	E	AF and I
(d) Behaviours and Values			
21	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF and I
Armed Forces			
22	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF
23	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF