

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

**SERVICE:** EARLY HELP & SCHOOLS

**SECTION:** CHILDREN WITH ADDITIONAL NEEDS

**LOCATION:** NUMBER ONE RIVERSIDE, SMITH STREET,  
ROCHDALE

**JOB TITLE:** EARLY SUPPORT KEY WORKER

**POST NUMBER:**  
**Grade:** 6

**Accountable to:** Head of SEN & Children with Disabilities Service or  
nominated representative

**Accountable for:**

**Hours of Duty:** 37.00 per week flexible working in accordance with the  
needs of the Service

**Any Special  
Conditions of Service**

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council

This post is not Politically Restricted in accordance with the current regulations.

Appointment to this post is subject to enhanced Disclosure and Barring Service and background checks.

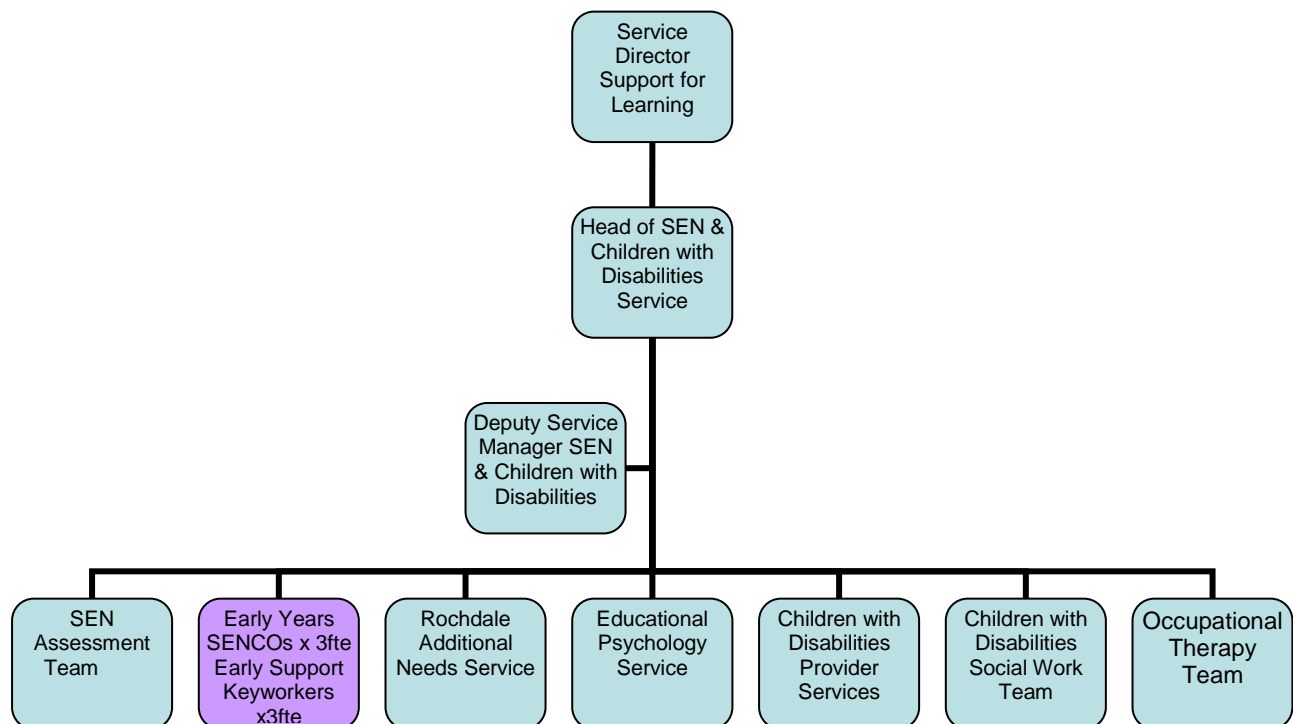
Casual Car User allowance

The postholder will be required to attend occasional evening and weekend meetings

In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.

**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 support the Local Authority and the Primary Care Trust in providing effective and efficient support to very young children (from birth to the September after their third birthday) with significant disabilities/complex health needs and associated learning difficulties
2. To determine in partnership with parents and professionals, key health, education and social care, outcomes for children on their caseload and deliver agreed programmes/activities directly to the children and their families either within their own home or in appropriate community settings.
3. To work as part of the wider children's services network in providing high quality child centred care and to co-ordinate the development of integrated care pathways. This will include support to families, carers and advice and training to other practitioners in relation to very young children with complex needs.

## **CONTROL OF RESOURCES**

### Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control, including day-to-day management.

### Financial

To work in accordance with Financial Regulations and procedures of the Council and responsible for the financial control of budgets allocated directly or indirectly to staff within the SEN & Children with Disabilities Service.

### Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**IT Statement**

To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access.

**Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and others in accordance with Council's Health & Safety policies and procedures and current legislation.

**Equality & Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality & 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):**

Staff within Early Help and Schools and wider Council employees  
Voluntary Groups, Private Sector Groups, General Public

**RESPONSIBILITIES:**

The postholder must:

1. Ensure that Council's commitment to public service orientation and care of our customers is provided.
2. Be able to render regular and efficient service to undertake the duties of this post.
3. The postholder may be responsible for confidential and sensitive information in relation to individuals and policy and planning and must adhere to the Council's regulations in terms of the security of such information.

**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 support the assessment of and be responsible for the delivery of interventions, including therapy programmes, to very young children with significant disabilities/complex health needs in their own home and/or appropriate community settings
2. To maintain a caseload of a maximum of 20 children and their families

3. To communicate, co-operate and work collaboratively with agencies from Health, including Therapy Services, Education, Social Care and the CVS sector to meet the needs of children and their families
4. To monitor and record each child's progress, write progress reports and contribute to the identification of new objectives for each child for each review and at least every six months
5. To provide reports as required by relevant services, including the provision of Advice for a child in relation to Statutory Assessment
6. To work closely with Education, Health and Social Care Services to support families to access universal and specialist services eg attend appointments, take up opportunities available to them and to facilitate support within the home
7. To maintain regular contact with the family to provide advice, signposting and support, including emotional as well as practical support as required
8. To work closely with Early Years education settings, both maintained and non-maintained, to ensure that children on the caseload are able to experience mainstream services alongside their peers, including supporting children in these settings as appropriate
9. To be the main point of contact for children and families on their caseload, acting as key worker, in order to facilitate effective multi-agency working
10. To ensure that the Team remains in touch with key developments within Early Years provision by attending relevant meetings/training courses
11. To ensure that children from the caseload have an agreed transition plan which is developed in liaison with all stakeholders (parents/carers, health professionals, school/setting, etc) no later than three months before the child is due to leave the Service

## **SECONDARY DUTIES**

1. To take an active part in evaluating their own work against agreed priorities and targets in accordance with supervision and performance management guidelines
2. To contribute to the development of Team and whole Service Policies to ensure services to the client group are regularly reviewed, evaluated and improved and provide value for money
3. To attend and to contribute to training programmes to support other colleagues in working with young children with complex health needs/disabilities
4. To promote and publicise the service including preparing leaflets and information for parents
5. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director in consultation with the postholder and, if she/he wishes, with his/her trade union.

Job Description prepared by: **Maria Boyle**

Date: **February 2012**

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

## Rochdale Borough Council Person Specification

<b>Service :</b>	<b>Early Help &amp; Schools</b>	<b>Post:</b>	<b>Early Support Key Worker</b>
<b>Section :</b>	<b>Children with Additional Needs</b>	<b>Post Number :</b>	<b>EHSCWDPL0004</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>6</b>

### **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
<b>Special Working Conditions</b>		
1 Are you willing to travel in the course of your duties?	E	AF and I
<b>Qualifications and Experience</b>		
2 Do you have NVQ Level 3 in Childcare, Social Work, Youth & Community Work or other relevant qualification at NVQ Level 3 or equivalent?	E	AF and I and check at interview
3 What is your proven and relevant experience of working directly with children under 4 with additional needs and their families?	E	AF and I
4 What is your experience of implementing the Early Support Principles?	E	AF and I
5 What is your experience of planning and delivering activities for children which lead to improving outcomes in the areas of health, education and social care?	E	AF and I
6 What is your direct experience of multi-agency working including the Team Around the Child Approach?	E	AF and I
<b>Skills and Knowledge</b>		
7 Please provide details of your proven knowledge of child development in the Early Years	E	AF and I and A
8 What is your knowledge of education legislation as it relates to children with additional needs?	E	AF and I and A
9 How would you relate professionally and with empathy to parents/carers?	E	AF and I and A
10 What abilities and commitment to relate to and work in an integrated way with a wide variety of professional colleagues do you have?	E	AF and I and A
11 How would you organise your own workload, set priorities and use your own initiative?	E	AF and I and A
12 What are your excellent communication skills, both verbal and written, including writing reports and keeping records (both written and electronic)?	E	AF and I and A
13 What is your understanding of confidentiality as it relates to this post and of the postholder's responsibilities in relation to the safeguarding of children?	E	AF and I and A

14	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	<b>E</b>	<b>I</b>
<b>Behaviours and Values</b>			
15	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	<b>AF and I</b>
<b>Armed Forces</b>			
16	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	<b>D</b>	<b>AF and I</b>
17	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	<b>D</b>	<b>AF and I</b>