

Job Description and Person Specification

Job title:	Part Time Family Support Worker
Directorate:	People
Service:	Education
Team:	All family Hubs
Post number:	05341
Salary grade:	F/G
Work location:	Primarily at West Berkshire Council Offices, Market Street, Newbury Berkshire
Reports to:	Central Family Hub Manager
Supervises:	N/A

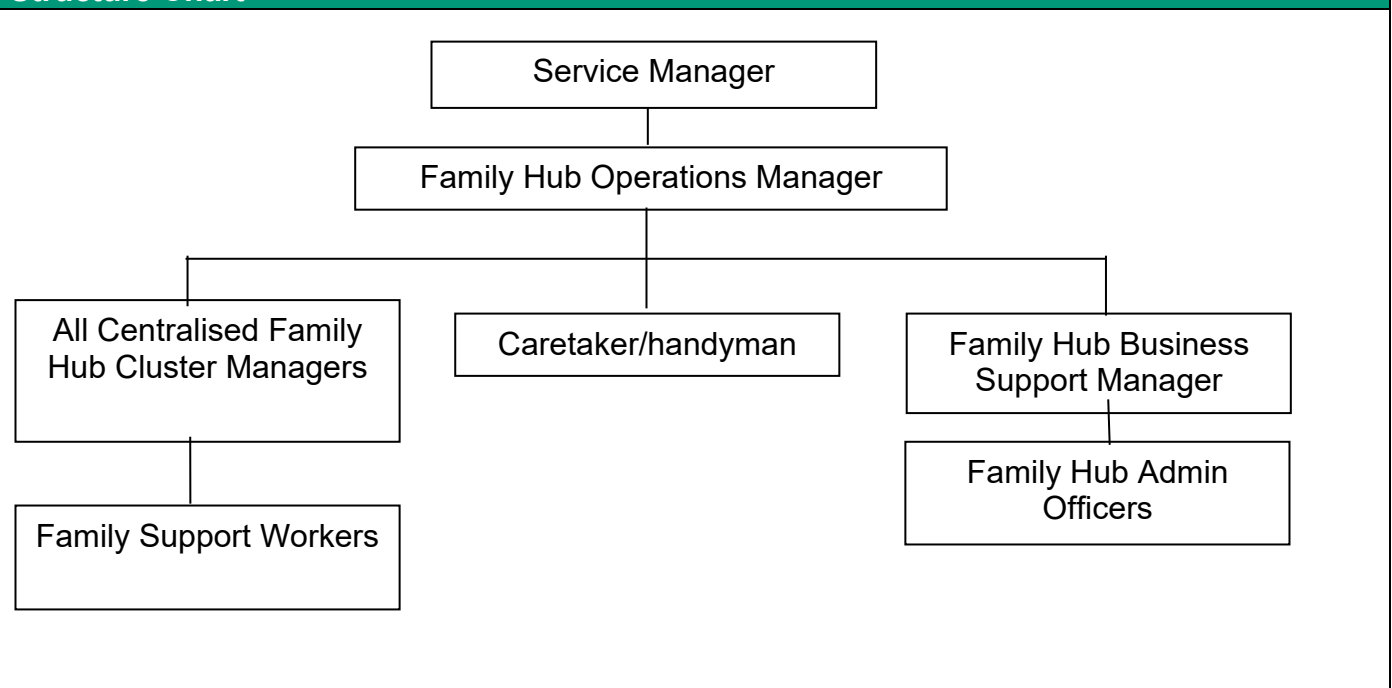
Job Purpose

To contribute to the improvement in outcomes for children 0-5 years living in the Family Hub reach area by ensuring that the needs of children and their families are identified at an early stage.

To ensure that appropriate services are provided or referral to other services is facilitated.

To address issues such as; a healthy lifestyle, challenging behaviour, family relationships, children's social and emotional development, domestic violence, bereavement or loss, poor parenting, practical living advice and information on issues such as housing, childcare, play and leisure services, health, benefits, mental health, disability, drug/alcohol abuse etc.

Structure Chart



Main Duties and Responsibilities

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Direct work

- To work directly with individual children and families to provide structured intervention and support, advice, information, practical and emotional support
- To work directly with parents/carers of individual children providing advice, information and practical and emotional support including parenting services where qualified/experienced
- To visit parents at home when required and to offer services from venues across the reach area
- To assess need using the My Family Plan Framework in conjunction with existing multi professional networks and to develop effective service responses
- Liaise with multi professional networks to arrange group work and more informal events for children and parents/carers on issues that benefit from this approach e.g. anger management, parenting skills, adult literacy support, after school and breakfast clubs etc
- To encourage parents' participation in their children's development and education
- To consult and involve children/parents and carers in service developments

Within the Family Hub

- To work under the direction of the Family Hub Manager or designated staff member
- To contribute to the development and implementation of initiatives within the Family Hub that support good behaviour, good health and emotional well being
- To plan and run universal and targeted sessions for families with children under 5 years, in line with the Early Years Foundation Stage curriculum
- To plan and facilitate Family Learning courses
- To encourage/promote good working links between the Family Hub and the community

Partnership working

- To establish effective working relationships with schools, childcare providers, children and parents
- To establish effective relationships and networks with other agencies including police, social care, health, housing, voluntary and community services etc
- To ensure that there are well developed links between the Family Hub, Early Years & Childcare and Family Learning Services
- To link to the Integrated Locality Team or to other professional early intervention networks as these develop

Administrative

- To maintain written records for children and families as directed by the Family Hub Operations Manager
- To complete and/or contribute to Assessments of children and where required produce short relevant reports
- To collect and report on information regarding the take up and quality of the service provided and to identify and report on service gaps and deficits
- To contribute to the evaluation of the Family Support service in Family Hubs

Main Duties and Responsibilities

Corporate

- To promote equality for all individuals recognising and encouraging anti discriminatory behaviour, recognising children's rights and choices and respecting personal beliefs and identity
- To share information as required under the West Berkshire Information Sharing protocol and confidentiality statement
- To participate in the development of policy and procedure as appropriate

Personal and professional development

- To take up and use regular professional supervision.
- To adhere to the practice standards relevant to the post
- To participate in the programme for Performance Management
- To participate in internal and external staff training and development

To undertake additional duties as required

Scope (impact on/control of resources, people, money etc)

The postholder will work in the context of relevant legislation and West Berkshire Council policy and procedures.

The work area is subject to frequent change, requiring clarity about priorities on completing demands for resources.

The postholder's effectiveness in the role depends on interagency working with education, health and other relevant agencies

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Maths and English GCSE A-C or above	E	1
NVQ 3 or above in Childcare	E	2
Level 3 in Education & Training or equivalent adult teaching qualification	D	1
Experience		
At least 3 years recent experience of working with children/young people aged 5 and under alongside and their families.	E	1
Experience of delivering the EYFS to children and their families within the last 3 years	E	2
Experience of working with people with challenging behaviours and evidence of ability to manage this successfully	E	3
Knowledge of the 'My Family Plan' tool and how this supports families in achieving positive outcomes	D	1
Knowledge and understanding		
Sound knowledge and understanding of child development and the needs of children and their families	E	1
Understanding of the issues around keeping children and young	E	2

people safe		
Awareness of the impact for a family of social and environmental factors to the life chances of children and young people	E	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Ability to assess the needs of children and their families	E	2
IT literate with basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	3
Ability to develop respectful relationships with children, young people and their families	E	4
Ability to support people in distress/crisis	E	5
Ability to manage own caseload and confidential information	E	6
Ability to liaise effectively with a range of colleagues and professionals	E	8
Ability to make independent judgements and exercise initiative within agreed limits	E	9
Work-related personal qualities		
Able to prioritise and manage a complex workload	E	1
Able to think creatively and to problem solve	E	2
A friendly and approachable manner	E	3
Good communication skills - verbal, listening and observation	E	4
Organisational ability and accurate record keeping skills	E	5
Ability to recognise own coping mechanisms	E	6
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Enhanced DBS check with relevant barred list/s	E	2
Ability to work occasional evenings or weekends	E	3
Full driving license and use of a car	E	4