

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Early Help Officer |
| HBC Grade: | HBC6 |
| Service: | Children and Families |
| Division: | Team Around the Family |

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| **Main Purpose of the Role** |
| * Ensure that relevant community and play support services within Children’s Centres are embedded within the local community. * In line with Ofsted requirements and Halton Early intervention Strategy, ensure that families identified in greatest need of early help and support are engaged in children’s centres services. * Develop new initiatives which are based on local identified need and will encourage involvement in adult education and learning through community play and engagement. * Play a key role in initiating and supporting the development of new events and activities through Early Years Play and Community Services in line with the Early Help Strategy. |

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| **Key Duties** | |
| **1** | Plan, implement, monitor and evaluate Early Years/Community activities and sessions, based on local need, in line with regulatory frameworks. |
| **2** | To liaise with partner agencies in ensuring quality of service delivery is Borough wide. |
| **3** | Co-ordinate and monitor the effectiveness of the provision ensuring that a safe, quality pre-school environment is delivered in line with statutory requirements |
| **4** | To be aware of Halton’s Safeguarding procedures and bring any concerns to the attention of the managers |
| **5** | To provide accurate written and verbal reports to the Principal Manager/Senior Early Help Officer regarding the quality and effectiveness of activities in the Centre, and making recommendations for further improvements where necessary. |
| **6** | In conjunction with the Centre team, offer support and advice to colleagues, parents, carers, children and partner organisations tothose identified families in greatest need of early help and support and to signpost them to other agencies as appropriate. |
| **7** | To be responsible for developing activities and opportunities which adhere to local identified needs in engaging hard to reach and vulnerable families |
| **8** | To be responsible for developing expertise in the use of toys and equipment to enhance child development and to disseminate this knowledge through workshops and training events. |
| **9** | To undertake case holding of early help work with families, where appropriate, based on identified need, which focuses on early year’s development. |
| **10** | To ensure that all work undertaken promotes diversity and equality. |
| **11** | To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| An approved level 3 qualification in Play/ Early Years/ Community | Evidence of continuous professional development | Application form |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Working collaboratively with colleagues from social care, housing, health, education or the voluntary sector | A working knowledge of Government Legislation relating to play provision, childcare, community development and early help initiatives | Good communication and interpersonal skills (oral and written) | Application / Interview /Assessment |
| Working in play/ community settings | Working knowledge of services for children aged 0-5 and their families | Ability to work effectively as part of a team. | Application / Interview /Assessment |
| Commitment to working collaboratively with young children an their families |  | Sensitivity to the socio – economic and cultural issues associated with providing services in Children Centre reach areas | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Commitment to applying equality and diversity principles and applying this to own practice |  | Interview / Assessment / Documentation |
| Current driving licence |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.