

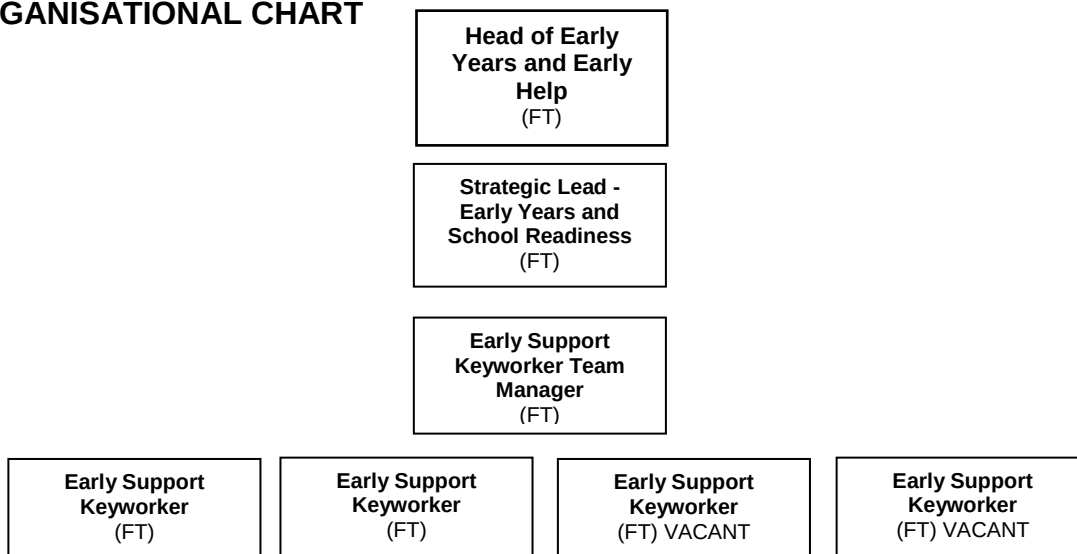
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	CHILDRENS SERVICES
SECTION:	EARLY HELP & SCHOOLS
LOCATION:	NUMBER ONE, RIVERSIDE
JOB TITLE:	Early Support Keyworker
POST NUMBER:	
Grade:	6
Accountable to:	Early Support Keyworker Team manager
Accountable for:	N/A
Hours of Duty:	37 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 in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. Appointment to this post is subject to an enhanced criminal records and background check with DBS (Disclosure Barring Services) The Postholder will be required to attend occasional evening and weekend meetings

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

To support the Local Authority and the Primary Care Trust in providing effective and efficient support Babies and pre-school children with Special Educational Needs, Disabilities and complex health needs.

To collaborate with parents and professionals in identifying essential health, education, and social care outcomes for children and families being supported by the service. This will include the planning and implementation of high quality evidence based programmes and interventions either at home or in community settings.

To work as part of the wider children's services network in support to families, carers and advice and training to other practitioners in relation to very young children with complex needs.

Control of Resources

Personnel

N/A

Financial

N/A

Equipment/Materials

This role will be required to move equipment and resources in line with service delivery to venues, using their own transport or public transport. The job will require a certain amount of traveling within the locality between family hub's, outreach venues and family homes. You will be expected to work with children 0-5 years at their level and this will involve a certain amount of physical activity including bending, kneeling and sitting on the floor for prolonged periods.

Health/Safety/Welfare

It is the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work in accordance with the Health and Safety Policies of the Council. When working off sites (for examples on home visits) the post holder will follow lone working and risk assessment guidelines issued to staff to ensure their safety and the safety of others.

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

Members of the Council, Senior Management and staff within the Service.

External

Members of the Council Services Partner Agency, GMCA, voluntary and community groups.

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:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

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 for Babies and pre school children with /complex health needs and children receiving palliative care in their own home and/or appropriate community settings.
2. Work in partnership with parents, caregivers, and professionals to assess the needs of children with Special Educational Needs and Disabilities (SEND). Identify key health, education, and social care outcomes and develop individualised support plans. Regularly review and update care plans to reflect the child's progress and changing needs.
3. Maintain accurate records of interventions, progress, and outcomes for children and families. Attend multi-disciplinary meetings, case conferences, and reviews to contribute to holistic care planning.
4. Support children's development through play-based learning, communication strategies, and early intervention techniques.
5. Promote inclusive practices and assist families in implementing strategies to enhance their child's learning and well-being.
6. Offer information, advice, and signposting to relevant services, funding options, and support networks. Encourage and empower families to be actively involved in decision-making regarding their child.
7. Provide emotional and practical support to parents and caregivers, helping them navigate challenges associated with their child's SEND.
8. Provide guidance and training to other practitioners, childcare providers, and early years professionals on best practices for supporting children with SEND. Share knowledge and expertise to build capacity within the community and promote inclusive approaches to care and education.
9. To ensure that children have an agreed transition plan which is developed in liaison with (parents/carers, health professionals, school/setting, etc.) at key transition points.

Secondary Duties

1. Contribute to service evaluations and improvement initiatives to enhance the quality of support provided.
2. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
3. 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 post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Stacey Dunbar</u>	Date	<u>17.04.25</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 :	Childrens Services	Post:	Early Support Keyworker
Section :	Early Help & Schools	Post Number :	
Job Ref:	001533	Grade:	6

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
(a) Special Working Conditions		
1 To work flexibly in accordance with the Authority's scheme of work life balance and the needs of the service	E	AF,I
2 Please confirm you are willing to travel within and outside the Borough as required	E	AF,I
3 Please confirm you are willing to undertake work outside of normal hours as and when required	E	AF/I
(b) Qualifications and Experience		
4 Educated to a minimum of NVQ Level 3 in Early Years and Childcare, social work or other relevant qualification at NVQ Level 3 or equivalent (NNEB, BTEC etc.)	E	AF,I
5 Significant experience working directly with children with Special Educational Needs and Disabilities (SEND) and their families and under 5.	E	AF,I
6 Experience providing family-centred support and early intervention in home or community settings.	E	AF,I
7 Experience of planning and delivering activities for children which lead to improving outcomes in the areas of health, education and social care for children with SEND/complex needs.	E	AF,I
8 Experience of working effectively as a member of a multi-agency team delivering services to children and families.	E	AF,I
(c) Skills and Knowledge		
9 Knowledge and understanding of child development, safeguarding processes and procedures, and the importance of welcoming and inclusive environments for children and families.	E	AF,I
10 Knowledge and understanding of legislation and how it impacts on children and their families e.g. equalities, health and safety, safeguarding, SEND	E	AF,I
11 Excellent verbal and written communication skills, with the ability to build trusting relationships with children, families, and professionals.	E	AF,I
12 Ability to maintain accurate records of interventions with families and children.	E	AF,I

13	Ability to work independently while being a proactive member of a multidisciplinary team.	E	AF,I
14	Knowledge and understanding of appropriate assessments and evidence based interventions related to SEND	E	AF,I
(d) Behaviours and Values			
15	Approach the job at all times using the values set out in the Rochdale Way: Proud of the difference we make Passionate about the diversities of the Borough Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF,I