**Job Description and Person Specification Profile**

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| **Job Title** | Senior Family Hubs Worker |
| **Job ID** | E62 |
| **Service** | Early Years, Early Help, Family Hubs and HAF |
| **Grade** | F |
| **Reporting to** | Practice Manager Family Hubs |

## The Role

### Main purpose of Job

- To coordinate and manage the development of a range of high quality, play, learning and family support both within local authority settings and family homes which improves outcomes for children
- To manage Family Hub workers to support families to engage in local Early Years provision.
- Think of creative and appropriate ways to promote services and engage those families who are most in need.
- Work hard to establish and maintain links with other agencies, especially health and community groups, in order to engage with families and implement the Early Years NDM.
- Have a sound knowledge of available services in order to signpost parents effectively.

### Roles and responsibilities:

- To coordinate, develop and deliver a range of evidence based play, parenting, health, learning and childcare interventions for children and their families.
- To oversee the delivery of services within Family Hubs and spokes ensuring all sessions are planned and evaluated in line with the Early Years Foundation Stage.
- To keep appropriate records for the purpose of monitoring and evaluating the impact of services
- To support the local delivery of Early Help Support services and ensure services are accessible to those families in need.
- To support parents of young children in identifying local need, service gaps and service options to help bridge these gaps
- To manage Family Hub Workers within the Locality and ensure the promotion Tameside Early Years offer in the community

- To actively support the School Readiness and Early Years specialist and work with relevant colleagues to develop quality provision that improves children's readiness for school, both within the community and home.
- To oversee, establish and deliver crèche provision as required, in line with OFSTED.
- To assist with the early identification of children with additional needs and help families access support
- To supervise and support Family Hub Workers and apprentices within the team
- To support and signpost parents/carers into available local, borough wide and specialist services
- To work with other Tameside services, to support and advise parents in accessing training and employment opportunities
- To receive supervision from an identified person and to undertake professional training as required
- To be aware of and respond positively to any new developments with regards to services promoting early intervention, prevention, learning and development for young children and their families
- To work flexibly as the service requires, including the occasional evenings and weekends.
- To carry out other duties that correspond to the general character of the post and commensurate with its level of responsibility
- To represent the Family Hubs on I relevant operational groups, promoting the Early Years agenda and also engaging with community leads to shape future services.
- To deliver and promote the Bookstart agenda through Family Hubs in line with the service level agreement.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

**Your essential qualifications**

- Recognised childcare qualification- NVQ Level 3 or above, or equivalent
- GCSE Maths and English at Grade C or above

**Your essential skills, knowledge and experience**

- Experience of planning, organisation and delivery in the EYFS
- Experience of working closely with parents and engaging them in their child's learning/development
- Experience of working as part of a multi-agency team
- Experience in delivering a range of high-quality learning experiences
- Experience of delivering parenting training
- Experience of delivery of children and parenting sessions

- Ability to work in a positive and flexible manner with children, their families and other agencies
- Ability to communicate effectively both individually and within groups
- Ability to initiate, develop and evaluate activity linked to local need and demand
- Ability to assess risk and promote anti-discriminatory and anti-oppressive practice
- Ability to motivate to consistently achieve high standards in the EYFS
- Capacity to respond to a range of individual children's needs with sensitivity to vulnerable children/ families or those with SEN
- Open, honest and sensitive approach
- To have good I.T. skills and an ability to use a range of Microsoft software.

- Understanding of the aims and objectives of Family Hubs and statutory guidance on the offer
- Knowledge of current Health & Early Years issues and developments
- Knowledge and understanding of the ages and stages of child development
- Knowledge and understanding of the Statutory Guidance for the Early Years Foundation Stage
- Knowledge of Early Support Programme and evidence-based interventions
- Knowledge and understanding of OFSTED National Standards
- Knowledge and understanding of Safeguarding/ Child Protection Procedures

- Understanding of the barriers to inclusion and how to work positively to overcome them
- Ability to promote anti-discriminatory and anti –oppressive practice
- Non-judgemental approach to families respecting confidentiality and individuality

**Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our STRIVE values underpin our practice and behaviours and are at the heart of everything that we do:

