



Your job

Job Title: Early Years Worker

Service: Children and Families - Family Hubs

Grade: G4

Reporting to: Family Hub Lead

As part of our Early Intervention and Prevention Service, we are looking for a brilliant Early Years Worker to join our team, working closely with our communities and key partners to ensure that children in the borough stay safe, healthy and can learn and achieve without the need for statutory intervention.

Working within a multi-agency framework and the Progress with Unity missions', the Early Years Worker will support the Family Hub delivery to improve aspirations and outcomes for families by building on strengths, reducing dependency on public services.

You will have an active role providing accessible services and support across the reach of Atherton, Tyldesley, Astley and Mosley Common for families from pregnancy through to young people turning 19 (or 25 if they have a Special Educational Need or Disability (SEND)).

We are embarking on a period of change, and this is an exciting time to join the council as we have now transitioned to a new Family Hub model, bringing together agencies, to make it easier for families to get the right support, in the right place at the right time.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

In the next 12 months, you will:

- Work Flexibly to deliver activities with families that meet the needs in the local area and that align to 'The Best Start for Life: A Vision for the 1,001 Critical Days.
- Work with multi agency partners and community groups to provide a co-ordinated response to need within the locality and to help grow service provision to build resilient communities.
- Be able to travel across the neighbourhoods of Atherton, Tyldesley, Astley and Mosley Common to provide effective services in the right place for families.
- Adopt an asset based approach and engage in 'new conversations' in order to build positive relationships with children and families.
- Target and engage identified groups/families to improve school readiness and life chances.
- Contribute towards the achievement of agreed key performance indicators.
- Increase the take up of funded early years places through targeted interventions.

On an ongoing basis you will:

- Use data intelligence such as 1001 days to plan and deliver projects and sessions across the locality to support child development 0-19 years (25 with SEND) and engagement of parents and carers.
- Through project delivery provide play and early learning opportunities, modelling good parenting strategies within sessions and activities.
- Work with families from conception to age two to promote early bonding and attachment.
- Work within a co-ordinated approach to support Early Years settings and Childminders within the reach of the Family Hub to ensure best outcomes for all children.

- Support targeted groups through one-to-one visits, including to family homes.
- Monitor children's development and progress to evidence the effectiveness of project delivery and early interventions.
- Identify children in need of early intervention, support the Early Help and Prevention process and signpost to specialist services if appropriate.
- Liaise with multi agency partners, key groups in the community across the Family Hub footprint to enhance the offer to children and families.
- Ensure accurate record keeping of all projects/services delivered to children and families. Follow council policies and procedures.
- Provide information and reports as requested.
- Participate fully in both the supervision and the employee development process.
- Work flexibly to include evenings and weekends to support the Family Hub delivery model. Working with children and families at a time and place that meets their needs.
- Make best use of community assets to help to achieve long term change for children and families, where it is safe to do so. Utilise community assets as part of a 'step down' approach from a more targeted offer.
- Ensure the exchange of relevant information between providers to inform the Early Help process; ensuring the family, children and young people are fully engaged in the process.
- Promote the active involvement of children, parents/carers in service planning, design delivery and commissioning of Family Hub services, gathering their 'voice' through consultation.
- Be aware of and respond to any new developments with regard to services promoting Early Help and Prevention, learning and development for children, young people and their families as part of an integrated offer, including baby friendly and safe sleep initiatives.
- Contribute to the promotion of the Family Hub delivery model, and partner services to families and individuals within the Neighbourhood.
- Manage your own time effectively.
- Manage your own budget and maintain stock and resources for service delivery.
- Prepare flyers that meet corporate style guides and promote our services through social media, whilst adhering to council guidelines.
- Actively promote equality of opportunity and anti-discriminatory practice in all aspects of professional behaviour.

- Contribute to the continuous improvement of the Family Hub by complying with all policies and procedures and by active participation in service planning, redesign and working groups.
- Operate in a non-judgemental, non-prejudicial and affirming manners at all times and to comply with Wigan Safeguarding Children's Board policy and practice.
- Actively promote children's rights and in particular, the United Nations Convention on the Rights of the Child.
- Support volunteers and students that want to learn aspects of your role.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Relevant level 3 qualification and recent experience of working with children 0-19 years and their families.
- Experience of working with children and families in a paid or unpaid capacity in fieldwork, health, youth, community or education settings.
- A proven track record of achieving outcomes by working alongside children and families.
- Experience of working with Families, Children and Young people with complex needs.
- Willingness to complete relevant training to support service delivery.
- An understanding of an asset-based approach and its benefits.
- Sound knowledge and understanding of the national priorities and legislation around Family Hubs and the Start for Life programme.
- An understanding of, and commitment to, anti-oppressive practice, diversity and anti-discriminatory practice.
- An understanding of how adverse childhood experiences impact on children's mental and physical development.
- A thorough understanding of the Early Years Foundation Stage curriculum, child development and attachment theory
- Knowledge of evidenced based practice.
- Awareness of the potential barriers to learning by children and young people and potential strategies to address them.
- Understanding of data protection and information sharing.

- A collaborator, able to build relationships and engender trust to achieve outcomes through building rapport, confidence and motivation.
- An excellent listener, non judgemental and able to demonstrate empathy and understanding
- A team worker, with the ability to develop and operate well within team relationships across professional boundaries.
- Demonstrates empathy with the needs of individuals but applies persistence, assertion and challenge in working practices to facilitate change.
- Highly developed communication, interpersonal, engagement and written skills.
- Hold a current driving license.
- Is reflective in practice, drawing on support from peers to ensure a continued commitment to demonstrating the expected behaviours.
- Ability to connect children and families to community assets, to help them to participate positively in their communities.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”