



Dorking Nursery School and Children's Centre

JOB DESCRIPTION

Title:	S6 Development Post/Trainee Outreach Worker
Hours:	14 hours per week, 52 weeks per year (1 year fixed term contract)
Start date:	As soon as possible after January 2017
Location:	Based at Goodwyns Road site, working across both sites and the reach area
Accountable to	Children's Centre Manager
Job Purpose	To work with the Outreach Team to provide outreach family support to targeted families with children aged 0-5 in order to improve outcomes in line with the Children's Centre Core Purpose. To work with the Children's Centre's team to ensure families are aware of services available and supported to access those which will improve outcomes for their families.

Main Responsibilities

To:

- be responsible for keeping up to date with and adhering to all relevant policies, procedures and multi-agency working protocols related to the post, including a responsibility to promote and safeguard the welfare of children in line with the centre's Safeguarding and Child Protection Policy
- be prepared to work flexibly when possible to ensure the smooth running of the Centre
- participate in the ongoing cycle of support and appraisal for your own professional development
- attend training to keep up to date with best practice and support continuous professional development
- Gain a level 3 'Working with Families' qualification

- work with families to promote the services available at the Children's Centre. Including, Early years provision, health, family support and employment related services
- provide, in partnership with health and other agencies, a home visiting family support service to those identified as needing additional support, enabling them to develop the skills and confidence needed to enable their children to thrive.
- work with the Children's Centre team to deliver an outreach service for identified families not on Child protection plans.
- plan, set up and deliver a range of activities for children and their families as required, including drop in sessions to support developmental needs ensuring that up to date 'best practice' is followed
- work with the children's centre team and other partner agencies to deliver parenting programmes such as 'Parenting Puzzle'.
- undertake administration tasks related to the outreach role as required and keep accurate and up to date records in adherence with relevant policies regarding confidentiality and information sharing
- work with the Children's Centre Manager and team to monitor the impact of the service delivery
- take part in regular supervision meetings with line manager and external supervision as required
- attend Children's Centre team meetings and wider Centre meetings as required
- work effectively with the Children's Centre Manager and wider team.
- encourage the parents to work with their children through role modelling, observation and discussion of the children with the parents
- have a good understanding of the needs and development of under 5s and keep abreast of current research
- help to ensure all resources are well maintained and stored effectively

Support Offered by the Centre

- Monthly supervision with line manager
- Dailey contact with experienced colleagues to offer advice and support
- External supervision
- Training and development opportunities through shadowing staff, network meetings, Surrey courses, internal staff training and level 3 working with families course.

PERSON SPECIFICATION - Trainee Outreach S6 December 2016

Education, training and work qualifications		Method of Assessment
<p>Essential</p> <ul style="list-style-type: none"> • Qualifications at NVQ level 3 or above.NVQ3 	<p>Desirable</p> <ul style="list-style-type: none"> • Degree qualification • Recognised parenting programme qualification • Up to date Child Protection Training 	Certificates
Knowledge		
<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of the educational, developmental and health needs of children under five • Knowledge and understanding of the needs of families of children under five and awareness of support and resources available to these groups. • Knowledge of the Core Purpose for Children's Centres • Awareness of the roles and responsibilities of other agencies and professional working with children and families 	<p>Desirable</p> <ul style="list-style-type: none"> • An understanding of the adult learning opportunities available to parents • Up to date knowledge of the current safeguarding requirements including Early Help Assessment, local authority Children's Social Services and procedures (e.g child protection) • Awareness of lone working policies and personal safety guidance 	Application Interview tasks
Skills and abilities		
<p>Essential</p> <ul style="list-style-type: none"> • Good written communication skills • Good verbal and non-verbal communication • Good organisational and administrative skills • Self-motivated with strong time management skills • Negotiation and problem solving • Managing conflict and difficult conversations • Good computer and word processing skills • Car driver with use of car and current license • Good interpersonal skills combined 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in writing observations and reports. 	Application Interview tasks

<p>with ability to work effectively with a team</p> <ul style="list-style-type: none"> The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the centre's Safeguarding and Child Protection Policy and the Staff Code of Conduct. 		
Relevant Experience		
<p>Essential</p> <ul style="list-style-type: none"> Experience of working with children and families Experience of developing positive working relationships with a range of service users 	<p>Desirable</p> <ul style="list-style-type: none"> Experience of working with other professionals and agencies Delivering workshops to parents Experience of delivering support services to children and families 	<p>Application</p> <p>Interview tasks</p>
Other requirements		
<p>Essential</p> <ul style="list-style-type: none"> Ability and willingness to work flexibly Responsibility to promote and safeguard the welfare of children in line with the centre's Safeguarding and Child Protection Policy 	<p>Desirable</p> <ul style="list-style-type: none"> Be prepared to work occasional evenings and weekends 	

Dorking Nursery School and Children's Centre are committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Criminal Records Bureau disclosure.