



Brighter
Futures for
Children

brighterfuturesforchildren.org

Children's Centre Family Group Worker (Targeted)

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none">Family Group Worker
Reports to:	<ul style="list-style-type: none">Coordinator
Grade and Salary:	<ul style="list-style-type: none">RG3 SCP 5 to 11 with a gateway at spine point 8
Location	<ul style="list-style-type: none">Southcote Children Centre
Conditions:	<ul style="list-style-type: none">Permanent - 16 hours TTO
Direct reports to the post:	<ul style="list-style-type: none">NA

Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

Main Duties

- Set up, plan and run groups for targeted families as identified by local need
- Coordinate family learning activities for vulnerable and targeted families
- Support the roll out of tracking tools used to record progress of vulnerable children
- To provide safe and inclusive activities for young children and their families/carers to bond, play, learn and socialise within children's centres
- To support the planning and reviewing of the impact of activities delivered for families
- To provide high quality childcare for children 0-5 years in a safe and inclusive environment that supports them to play, learn and socialise.

Main Duties and Responsibilities

- To lead and run activities in groups for children and their families, providing supervision of the activity.
- To provide activities and in crèche provision which encourages the physical, emotional, intellectual, social and language development of babies and young children
- To provide activities which encourages family members to participate along with their child promoting strong attachment
- To provide activities that gives parents and carers the opportunity to learn about the development of their child



- To ensure all Health and Safety requirements and welfare standards are in place for all activities and crèche through risk assessments and health and safety checks
- To understand and adhere to all relevant policies and procedures in relation to the Children's Centre programme. This includes both building based and child specific (child protection) policies.
- To maintain all Children's Centre resources including setting up before and cleaning and tidying after the sessions.
- To meet all children's care and welfare needs whilst in crèche provision.
- To prepare drinks and light snacks for the session according to the healthy eating policy.
- To deliver Children's Centre activities in the hub and satellite buildings as well as local community venues where applicable.
- Complete the operational administration in relation to the activity sessions and crèche including registration, attendance, incidents and accidents.
- Talking to parents/carers in relation to their child as appropriate recording child's development and progress.
- Planning activity sessions in accord with the Early Years Foundation Stage
- To support the review and evaluation of activities impact, including gaining parental feedback, writing up observations of a child/family progress and using evaluation tools to understand the impact of an activity.
- To discuss with children centre family workers team/line manager any vulnerable families that are causing concern and play a role in supporting and engaging families to access targeted support.
- To signpost any family that are identified as requiring additional support.
- To update and maintain professional development as required.
- To participate in any quality assurance or Ofsted processes as required.
- To work cooperatively with the Children's Centre hub team and partners to provide high quality and targeted services for local families, including those most vulnerable.
- To adhere to all BFFC and Children's Centre policies and procedures, with a focus on safeguarding and child protection

Designation of Post within Company Structure

- To take reasonable care of your own health and safety and co-operate with management, so far is necessary, to enable compliance with the company's health and safety rules and



legislative requirements

- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Family workers • Business support
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Families • Children • Health • Midwifery • Community Groups

3. What your performance will be measured against

Personal objectives set as part of your continuous professional development.

4. Your level of autonomy

- E.g. Required to work as part of a team as well as using own initiative to deliver objectives

5. Personal Attributes

- Confident
- Approachable
- Friendly
- Uses initiative
- Achieves deadlines



6. Scope of Job (Budgetary/Resource Control/Impact)

N/A

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	No
If *, does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	N/A
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	Level 1
Please specify responsibility for implementing the company's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties & Responsibilities" above	N/A

Person Specification

Qualifications & Education

Essential:

- A recognised qualification in childcare NVQ level 3 or equivalent

Experience

- Experience of working with children 0-3 years and their families
- Experience of working with vulnerable children and families
- Experience of working with children 0-3 years with SEND
- To have knowledge of current legislation and processes in relation to safeguarding and child protection
- To have knowledge of EYFS and child development and attachment and its application in activities and creche

Skills, Abilities & Competencies

- Good inter-personal skills in order to build positive relationships with all families, vulnerable families.
- Ability to keep accurate and up to date records and information.
- To have good written and verbal communication skills.
- To work flexibly as part of a team.
- To be able to work under own initiative, have good time management and be self-motivated.
- To maintain professional development and to undertake training as and when required.

Additional Working Requirements

This post may involve evenings and weekend work. Time off in Lieu can be arranged