



Dorking Nursery School and Children's Centre

JOB DESCRIPTION

Title:	Outreach/Family Support Practitioner S6 (Home Visiting Team).
Hours:	18 hours per week term time only. Plus to work 9 hours per week during 6 weeks of the school holidays as required by the Children's Centre
Start date	August 2016
Location	Based at Goodwyns Road, working across both sites
Accountable to	Children's Centre Manager
Job Purpose	<p>To work with families in the home and Children's Centre to support the learning and development needs of their children through</p> <ul style="list-style-type: none">• Delivering home visits to families• Running drop in sessions at the centre• Leading crèche sessions in the centre to support adult learning• Signposting parents to other services that will benefit the child and the family

Main Responsibilities

To:

- implement the aims and policies of the Centre
- 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
- 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
- take part in regular supervision meetings with line manager
- attend Children's Centre team meetings and wider Centre meetings as required
- work effectively with the Children's Centre and wider team

- lead drop in sessions for families through planning developmentally appropriate and stimulating activities to support and extend children's play, in line with the EYFS
- 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
- organise Assistant Family Support Practitioners and volunteers as appropriate within drop in sessions
- help to ensure all resources are well maintained and stored effectively

Home visiting

To:

- visit families with young children in their home, with the purpose of supporting the parents to engage positively in their children's learning and development. This will include modeling play activities, using resources from the PEEP 'learning together' programme as well as Bookstart corner.
- participate in the development of resources and the delivery of activities for under 5s and their families during the school holidays
- model and encourage positive parenting skills at all times which will support and empower parents and their extended families
- keep records of progress for each visited child to include photographs, samples of work and written observations
- keep family files up to date
- liaise with Health Visitors and other relevant agencies, attending child reviews, case conferences and other multi-agency team meetings as necessary
- liaise with the nursery staff regarding transfer of children

PERSON SPECIFICATION – Family Support Practitioner (Home Visiting)

Education, training and work qualifications		Method of Assessment
<p>Essential</p> <ul style="list-style-type: none"> • NVQ3 or equivalent relevant professional qualification in early years education 	<p>Desirable</p> <ul style="list-style-type: none"> • Recognised parenting programme qualification • Up to date Child Protection Training • PEEP training 	<p>Certificates</p>
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 Early Years Foundation Stage • Knowledge and understanding of the needs of families of children under five and awareness of support and resources available to these groups • 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 • Knowledge of the Core Purpose for Children's Centres • 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 	<p>Application</p> <p>Interview tasks</p>
Skills and abilities		
<p>Essential</p> <ul style="list-style-type: none"> • Ability to work with children and adults who may be vulnerable and lack confidence • Good written communication and report writing skills • Good verbal and non-verbal communication • Able to work well in a team and to take initiative when required • Negotiation and problem solving skills • Managing conflict and difficult conversations • Car driver with use of car and current license • Good interpersonal skills • The ability to form and maintain 	<p>Desirable</p> <ul style="list-style-type: none"> • Good computer and word processing skills • Ability to lead workshops or information sessions for small groups of parents 	<p>Application</p> <p>Interview tasks</p>

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		
Essential <ul style="list-style-type: none"> • Experience of working with children and families • Experience of delivering the EYFS • Experience of making written observations of children's learning 	Desirable <ul style="list-style-type: none"> • Experience of working with hard to reach families • Delivering parenting and other family programmes • Experience of supporting parents to engage in their children's learning at home. • Experiencing of PEEP and Bookstart corner 	Application Interview tasks
Other requirements		
Essential <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 	Desirable <ul style="list-style-type: none"> • Be prepared to work occasional evenings and weekends 	

Dorking Nursery School and Children's Centre is 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.