

## JOB SPECIFICATION

**Job Title:** Early Start Worker  
**Location:** TBC  
**Responsible to:** District Early Start Deputy Team Leader

### Key Purpose of the job:

- To deliver a range of high quality, family focused Universal and Emerging Needs activities across a district.
- To provide universal information, support and guidance to parents and carers about a range of topics including key Public Health messages.
- To work alongside a range of partners specifically Public Health Nursing, Midwifery, local Schools & Settings.

### Specific Duties:

#### Access and delivery of services by children and families

1. Deliver a universal programme in Family Centres, community venues and in families' homes that primarily focus the first '1001 critical days' for example; Breastfeeding Support Groups, Introduction to Solids workshops, Under 1's groups, Physical Activity sessions and Stay & Play sessions.
2. To support the delivery of the emerging needs offer alongside or guided by the Senior Early Start Workers, for example support families to access two year old funding, provide Home Learning programmes, Transition programmes, Two Year Learning programmes and Practical Healthy Eating Workshops.
3. To use a range of delivery methods and health promotion materials to support the promotion key Public Health messages. (Based on the Healthy Children's Centre calendar).
4. To support the universal Public Health programme in partnership with Public Health Nursing for example supporting Child Health Clinics and 10 months/1year group reviews and working with Midwifery, for example, supporting the delivery of Pregnancy Club.
5. To link with community resources for example local SEND groups, peer to peer support groups, local Toddler Groups, Early Years Settings and School (non priority settings) to ensure they are updated on the services being offered by the Family Centre service.
6. To use a variety of methods to actively engage and register parents and carers.
7. To plan high quality play, learning and health activities and effectively evaluate and demonstrate short and longer term impact through a range of impact tools.

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8. To support the identification of families that would benefit from additional support, where appropriate undertake a Family Outcome Star Assessment or refer to the local Family Support Team or the most appropriate partner or organisation.
9. To support and encourage parents to take part in volunteering or attending the Parent Forum within the Family Centre Service.
10. To take part in the development of new initiatives as led by the Early Start Team Leader/ Deputy Team Leader
11. To actively support diversity and inclusion throughout the services available to Families and observe InspireAll's Equal Opportunities Policy in regards to employment, service provision and in dealing with staff and customers.
12. Show commitment to flexible working across Family Centre Quadrants in order to share skills and knowledge where necessary. Due to the nature of this work the post holder may be required to work occasional weekends or evenings, with time off in lieu granted.
13. To promote the use of a payment card for universal sessions and to adhere to cash handing policies.
14. To take on other duties as required by the Early Start Team Leader / Deputy Team Leader.

### **The quality of practice and service**

1. To work as a member of the team that actively promotes an environment that safeguards and protects children in line with the Hertfordshire Safeguarding Children Board.
2. Ensure all families are given a warm welcome to the Family Centre Service and that the Centre's phone is answered in a positive, informative manner, referring on or signposting where necessary.
3. Promptly enter data from session registers onto the Family Centre database. Be committed to updating families' details onto the database periodically and as and when their details change.
4. Have a working knowledge of the organisation's Health & Safety and Quality Management Systems and keep abreast of updated policies and procedures.
5. Contribute to the tracking of targeted families' engagement with Early Support and Family Support services.
6. To ensure the Family Centres remain presentable to the public / work colleagues at all times.
7. To ensure that all data shared is handled in an appropriate manner in line with the GDPR guidance.

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### Professional Development

1. To attend relevant meetings and training to keep up to date with best practice and to support continuous professional development.
2. To participate fully in supervisions and appraisals by being prepared, reflective and knowledgeable about personal and group targets.
3. To maintain knowledge of current research and latest developments in national policy and guidance and to disseminate this information to the wider Early Start team.
4. To be committed to continued professional development and Life Long Learning through being responsive to critical challenge through observations, attending regular supervision and training.

### Distributed Leadership

1. To share and role model evidence based practice to parents, for example My Baby's Brain and PEEP principles that contribute to key performance indicators and the Hertfordshire Outcome Bee's.
2. To participate in Team and other meetings to ensure good communication and to promote effective teamwork.
3. To sign up to InspireAll Family Centres 'all team member leadership' model. Undertaking specific areas of focused / project work on behalf of the group, e.g. SEND lead, peer observers.
4. To have an understanding of the Family Centre Specification and how the aims, targets and outcomes for all the sessions feed into this.
5. To positively embrace an ever evolving environment taking opportunities to contribute to future developments.

The duties and accountabilities detailed in this document describe the post as it is at present. The post holder is expected to accept any reasonable alterations to this job specification that may from time to time be necessary and as agreed with their line manager. This includes the natural development of the role and the post holder in the role.

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### Person specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 in health, education, childcare, social care or equivalent qualification.</li> <li>• Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Basic Food hygiene</li> <li>• Facilitator training</li> <li>• Level 3 Breastfeeding champion</li> </ul>
	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills.</li> <li>• Good IT skills.</li> <li>• Ability to keep accurate records on a database.</li> <li>• Excellent organisational skills.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to work within the boundaries of own role and competencies, and to know when to refer appropriately.</li> <li>• Capacity for insight and reflection with the ability to learn from one's own experiences.</li> <li>• Ability to advocate for children and families, including children with special needs.</li> <li>• Flexible and responsive</li> <li>• To have the ability to deal with potentially difficult situations.</li> </ul>	
	<b>Essential</b>	<b>Desirable</b>
<b>Skills/ aptitudes</b>	<ul style="list-style-type: none"> <li>• Hold a full current driving licence, with business insurance and have access to a car.</li> <li>• Willingness to undertake continuous learning and development.</li> <li>• Enjoy working with children and their families.</li> <li>• Confidence to work in sensitive situations.</li> </ul>	

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<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with parents/carers.</li> <li>• 2 years' experience of working with children and families.</li> <li>• Experience of running a range of play and learning family sessions.</li> <li>• Experience of working Public Health Nursing.</li> <li>• Working alongside volunteers.</li> <li>• Experience of working in families homes.</li> <li>• Experience of leading group discussions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of facilitating groups.</li> <li>• Experience of working with staff from different disciplines and organisation.</li> <li>• Supporting children with SEND.</li> <li>• Building links with community groups, early year's settings.</li> </ul>
	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of child development, eg My Baby's Brain, Early Talk.</li> <li>• Knowledge of a range of key Public Health messages eg Breastfeeding awareness, Healthy Eating.</li> <li>• Knowledge of a range of family issues eg childcare, Domestic Violence.</li> <li>• Recognition of the importance of safeguarding children.</li> <li>• Awareness of need to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Introducing Solids.</li> <li>• Knowledge of PEEP principles.</li> <li>• Knowledge of family support services.</li> <li>• Knowledge of Parenting Programmes.</li> <li>• Knowledge of The Early Years Foundation Stage.</li> <li>• Knowledge around Family Outcome Star.</li> </ul>
<b>Other Requirements</b>		

### Special Features:

1. Flexibility in working arrangements to cover all sites used for services delivery.
2. This post will require you to work some early mornings, evenings and weekends.
3. Subject to enhanced disclosure clearance from the Criminal Records Bureau (DBS)
4. Must hold a full driving license, business insurance and have access to a roadworthy vehicle that conforms to legislative requirements for work purposes

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### Other factors affecting the post of Early Start Worker

<b>1.</b>	<b>Hours of Work:</b>	39 hours per week												
<b>2.</b>	<b>Grade:</b>	4												
<b>3.</b>	<b>Salary:</b>	Circa £19,500 pa												
<b>4.</b>	<b>Notice Period:</b>	As detailed in the Statement of Particulars												
<b>5.</b>	<b>Holiday Entitlement:</b>	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and <b>includes the 8 bank holidays at present legislated for each calendar year.</b></p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">On commencement with HL</td> <td style="text-align: right;">29 days</td> </tr> <tr> <td style="padding-left: 20px;">After 1 year continuous service with HL</td> <td style="text-align: right;">30 days</td> </tr> <tr> <td style="padding-left: 20px;">After 2 years continuous service with HL</td> <td style="text-align: right;">31 days</td> </tr> <tr> <td style="padding-left: 20px;">After 3 years continuous service with HL</td> <td style="text-align: right;">32 days</td> </tr> <tr> <td style="padding-left: 20px;">After 4 years continuous service with HL</td> <td style="text-align: right;">33 days</td> </tr> <tr> <td style="padding-left: 20px;">After 5 years continuous service with HL</td> <td style="text-align: right;">34 days</td> </tr> </table>	On commencement with HL	29 days	After 1 year continuous service with HL	30 days	After 2 years continuous service with HL	31 days	After 3 years continuous service with HL	32 days	After 4 years continuous service with HL	33 days	After 5 years continuous service with HL	34 days
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After 4 years continuous service with HL	33 days													
After 5 years continuous service with HL	34 days													
<b>6.</b>	<b>Pensions choice:</b>	<p>Options are:</p> <p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Aviva. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 3% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 2% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p> <p>(ii) The purchase of a personal pension.</p>												
<b>7.</b>	<b>Location:</b>	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
<b>8.</b>	<b>The Rehabilitation of Offenders Act 1974:</b>	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
<b>9.</b>	<b>Other Duties:</b>	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification.												
<b>10.</b>	<b>Leisure Benefits:</b>	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												