

InspireAll

JOB SPECIFICATION

Job Title: Senior Early Start Worker

Location: TBC

Responsible to: District Early Start Team Leader

Overall purpose of the job:

- To take a leading role in the provision of services to narrow the achievement gap.
- To work in partnership with local Schools and Early Years settings in most need to improve outcomes for children.
- To work with Public Health Nursing in the promotion key public health messages and interventions.
- To provide universal information, support and guidance to parents and carers about a range of topics including childcare options and childcare funding.

Specific Duties:

Access and delivery of services by children and families

1. To lead on a range of partnership work with Schools and Settings within a District which have been identified as having high volumes of two year funded children and plan support programmes. Eg Transition projects, Nurture Groups, Book Start and Two Year old programmes.
2. To make direct contact with families who are potentially eligible for 2 year old funding to support them to apply and find an appropriate setting.
3. Increase the profile of 2 and 3 / 4 year old early years funding with local families and with local partners.
4. To encourage local Schools and Settings to make appropriate referrals into the Family Support service.
5. To take a lead on the co-ordination and evaluation of the Home Learning package in order to show short and long term impact.
6. To work closely with Speech and Language colleagues and take a lead in delivering speech and language programmes such as Early Talk.
7. Ensure the Schools and Settings record files are kept up to date with notes of visits and plans of work.
8. To use children achievement data to identify and appropriately support children in order to narrow the achievement gap.

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9. To work with Public Health Nursing to deliver the Two Year old group reviews across the district.
10. To use a range of methods and Health Promotion materials to support the promotion of key Public Health messages.
11. To promote the use of a payment card for universal sessions and to adhere to cash handling policies.
12. To ensure that the Early Start Team and partners identify families requiring additional support are referred into the Family Support team.
13. To take part in the development of new initiatives as led by the Early Start Team Leader/ Deputy Team Leader.
14. Ensure that all partnership work is purposeful and goals are set that focus on the children's outcomes, (in line with Hertfordshire Outcome Bees).
15. Ensure each partnership project is evaluated so that the impact can be measured.
16. 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.
17. To ensure the Family Centres remain presentable to the public and partners at all times.
18. 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.
19. To take on other duties as required by the Early Start Team Leader / Deputy Team Leader.

The quality of practice and services

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 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. Ensure that data shared by schools and settings is handled in an appropriate manner in line with General Data Protection Regulation (GDPR) guidance.
4. Contribute to the tracking of targeted families' engagement with Early Support and Family Support services.
5. Ensure you have a working knowledge of the organisation's Health & Safety and Quality Management Systems and keep abreast of updated policies and procedures.

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6. To participate in Team and other meetings to ensure good communication and to promote effective teamwork.
7. To ensure the Family Centres remain presentable to the public / work colleagues at all times.

Distributed Leadership

1. 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. Peer Observer and Early Years Network Co-Ordinator.
2. To have an understanding of the Family Centre key performance indicators and how the aims, targets and outcomes for all the sessions feed into this.
3. To positively embrace an ever evolving environment taking opportunities to contribute to future developments.

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 be committed to continued professional development and Life Long Learning through regular supervision, observations and training.
4. 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.
5. To lead on aspects of the Public Health Early Help Service work with Public Health Nursing e.g. Oral Health sessions.

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:

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Level 3/4 in, Childcare, Education or equivalent qualification. 	<ul style="list-style-type: none"> Level 5 in qualification Basic Food Hygiene. Facilitator Training
Skills/aptitudes	<ul style="list-style-type: none"> Excellent verbal communication with groups and individuals. Excellent written communication skills. Ability to keep accurate records. Excellent administrative /organisational skills. Excellent data analysis skills. Ability to work on own initiative. Capacity for insight and reflection with the ability to learn from one's own experiences. Flexible and responsive. Good problem solving skills. Ability to build partnerships with Schools and Settings. Computer Literate. Ability to manage change. Excellent team player 	
Relevant Experience	<ul style="list-style-type: none"> 3 years experience in an Education / Childcare Setting. Experience of working in a Children's Centres. Experience of working with targeted families. Experience of developing project work. 	

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	<ul style="list-style-type: none"> • Experience of working with a range of professionals such as health, education and social care. • Experience of running Speech and Language Interventions • Experience of running School Readiness interventions. • Experience of home visiting. • Experience of undertaking peer observations. • Experience of demonstrating short and long term impact. • Experience of undertaking Child Development assessments. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Early Year Foundation Stage. Recognition of the importance • safeguarding children. Awareness of the need to maintain confidentiality and good record keeping. Knowledge of • Government childcare initiatives. • Knowledge of Key Public Health messages. Knowledge of Data Protection procedures. 	<ul style="list-style-type: none"> • Knowledge of a range of impact tools i.e Family Outcome star.

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 Disclosure and Barring Service.
4. Must hold a full driving licence, business insurance and have access to a road worthy vehicle that conforms to legislative requirements for work purposes

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Other factors affecting the post of Senior Early Start Worker

1.	Hours of Work:	39 hours per week												
2.	Grade:	4												
3.	Salary:	Circa £23,000												
4.	Notice Period:	As detailed in the Statement of Particulars												
5.	Holiday Entitlement:	<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 includes the 8 bank holidays at present legislated for each calendar year.</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><tr><td>On commencement with IA</td><td>29 days</td></tr><tr><td>After 1 year continuous service with IA</td><td>30 days</td></tr><tr><td>After 2 years continuous service with IA</td><td>31 days</td></tr><tr><td>After 3 years continuous service with IA</td><td>32 days</td></tr><tr><td>After 4 years continuous service with IA</td><td>33 days</td></tr><tr><td>After 5 years continuous service with IA</td><td>34 days</td></tr></table>	On commencement with IA	29 days	After 1 year continuous service with IA	30 days	After 2 years continuous service with IA	31 days	After 3 years continuous service with IA	32 days	After 4 years continuous service with IA	33 days	After 5 years continuous service with IA	34 days
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6.	Pensions choice:	<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 Friends Life. 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 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% 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>												
7.	Location:	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
8.	The Rehabilitation of Offenders Act 1974:	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
9.	Other Duties:	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												
10.	Leisure Benefits:	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												