**Job Description**

**Post:** Children’s Centre Better Start Worker

**Responsible to:** Deputy Manager - Better Start Services

**Grade:** SO2 points 27 to 29 (£40005 to £41286 per annum)

**Main Purpose**

* To work with the Better Start Services Deputy Manager to ensure family support services are delivered in partnership to the highest standard to make a positive and measurable difference to children and families.
* To provide early help and support to children aged birth to five and their families where there are additional needs which are not being met by universal services.
* To deliver structured evidence-based parenting programmes as well as provide interventions to support parenting, prevent needs escalating and improve outcomes for children.
* To work proactively with colleagues across the early help sector to identify families of children in need of intervention, and to engage these families in universal and targeted activities.

**Main Responsibilities:**

**Case work:**

1. To maintain a caseload of families with a range of additional and complex needs who meet the Tier 2 threshold; or as part of a multi-professional team where thresholds exceed this level.
2. To respond to early help referrals from children’s centres, health visitors, and other early help services, attending allocation panel meetings as a means of agreeing referrals into the service.
3. To create whole family assessments and action plans for each open case, using the Family Partnership Model as a way of working with families to achieve sustained improvement in identified outcome areas.
4. To work in partnership with parents and carers to strengthen their parenting capacity to improve their child’s life chances delivering evidence-based parenting programmes and group work interventions.
5. To work in the best interests of the child and to maintain a focus on child outcomes at all times.
6. To ensure families with children with special educational needs and/or a disability are supported and enabled to access help and professional support appropriate to their needs.
7. To use reflective supervision in casework attending regular supervision with their line manager.
8. To track progress and maintain accurate and contemporaneous records on the EIS system including up to date casework and contact notes.
9. To provide feedback to others and escalate concerns where necessary.
10. To understand, comply and promote safeguarding procedures and take immediate and prompt action to safeguard children in line with the Better Start area policies and procedures.
11. To contribute to the continuous improvement of the service as directed by their line manager to test, implement and review operational systems.
12. To ensure that all work with families is delivered to an excellent standard.

**Access and engagement**

1. To work proactively with children and their families to facilitate engagement in universal and targeted services.
2. To plan, deliver and support targeted groups and activities in the children’s centre to further engage families in services.
3. To contribute to programme review and forward planning by providing evidence, case studies and group evaluations.
4. To maintain a comprehensive knowledge and understanding of the Better Start area and of the resources and services available to children and families, and to support families to access these as appropriate.
5. To provide a home visiting service to families, work closely with primary schools to meet parents and children face to face in schools, children’s centres, other community venues, targeting those who may find it most difficult to access services.
6. To work with the FIS officer in supporting children and families in the area to access their free early learning entitlement, including funded places for two, three and four year olds.

**General**

1. To contribute to the overall aims and objectives of the children’s centre programme, for example by participating in centre, area or borough wide meetings, sharing information and expertise to improve outcomes for children To implement the Council’s Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service.
2. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
3. Safeguarding: To remain vigilant and do everything possible to protect children, parents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Better Start Area Manager or Lead Provider Headteacher any incident of this nature you witness, hear about or suspect.
4. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the   security, accuracy, and significance of personal data held on such systems.
5. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others.  This implies taking positive steps to monitor and maintain a safe and secure working environment.  It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk.  This includes contributing to a safe and secure environment for the school community.
6. Work flexibly as required by the needs of the service, including occasional evening and weekend working
7. To carry out as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its contents.

**Person Specification:** Better Start Worker

**Shortlisting Criteria**: in your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked E = Essential.

**Interview Scheme for Applicants with Disabilities:** if you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with 🗸🗸 = Essential on the personal specification when you complete the application form.

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|  |  | Shortlisting Criteria |
| Key Knowledge | 1. Minimum of a level 3 qualification or equivalent in related field 2. Knowledge and understanding of the relationship between poverty, housing, health, child development and education in relation to , parents and children 3. Knowledge of relevant legal frameworks such as child protection, safeguarding, data protection and EYFS 4. Commitment to continuing professional development and willingness to undertake training as required to develop skills | E 🗸🗸  E 🗸🗸  E 🗸🗸 |
| Key Experience | 1. Demonstrable experience of working with children preferably of primary school age and their families to provide early help and support 2. Proven ability to undertake individual and family assessments, develop action plans and assess needs and manage risk 3. Experience of recording high quality casework using data management systems 4. Experience of working in multi-disciplinary teams building collaborative relationships with multi-agency partners 5. Experience of delivering evidence based parenting programmes in the home as well as in groups 6. Experience of identifying, assessing, analysing and managing risk | E 🗸🗸  E 🗸🗸  E🗸🗸 |
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| **Key Values and Behaviours** | | |
| **Equity** | This means that we strive for equity and justice in everything we do. Everyone is important and we are not afraid to challenge the status quo.   * Listen to the views of others and ask for their opinions * Ensure fairness and justice is at the heart of our decision making * Take time to build trust, taking accountability for doing what we agree to do * Are inclusive and celebrate diversity, recognising everyone as individuals. | E 🗸🗸 |
| **Ambition** | This means we are united in our ambitions for Lambeth and strive for excellence in everything we do.   * Be proud of our borough and people and aim for the highest possible standards of excellence in everything we do * Be flexible and try new things when its appropriate to do so * Work as one team for Lambeth facing our challenges together * Be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes |  |
| **Kindness** | This means we are respectful, trusting and supportive of each other as One Lambeth team.   * Treat each other with respect and dignity just as we would want for ourselves * Encourage each other to do our very best work * Sup[port and look out for one another, lending a hand wherever we can * Learn from mistakes and take action to put things right together * Take time to communicate with each other, being honest, open and genuine, providing timely feedback on what we can do better | E 🗸🗸 |
| **Accountability** | This means we make evidenced based decisions, take action and hold ourselves and each other to account to deliver our ambitions. We get the basics right.   * Do the right thing even when it’s tough and communicate our decisions in a timely way * Take individual and collective accountability for performance and delivery * Plan ahead, getting the basics right and take swift action when problem arise * Know your residents, communities and customers, their needs and put them at the centre of everything we do * Take responsibility for your learning and share knowledge and skills with others |  |