



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	School Ready Engagement Officer		
<b>GRADE:</b>	G6	<b>SERVICE AREA:</b>	Childrens Services
<b>JOB CODE:</b>	CHI191SCHOG6		Early Help
<b>REPORTS TO:</b>	Team Manager	<b>LOCATION:</b>	As required
<b>SPECIAL CONDITIONS:</b>			

## 1. Main purpose of the job role:

- To support families with children aged 0-19 to access Early Help and School Ready Services within the locality hub area or out in the local community
- To empower families with children aged 0-19 to achieve better health, education and social outcomes
- Work flexibly to meet the needs of children and families within the locality hub area, ensuring that a welcoming, friendly and supportive environment is maintained at all times
- To provide advice, support and guidance to parents/carers to promote positive play and early learning experiences for their children
- To support parents/carers to access education, training, personal development and employment opportunities in close liaison with other members of the Early Help Locality Teams
- To take a lead responsibility, as directed, to implement aspects of the Early Help Action Plan
- To work as part of a child focused team, that includes staff and volunteers from other agencies and organisations, to support children and families
- To support the overall vision, ethos and aims of Early Help and School Readiness

## 2. Role specific duties and accountabilities:

- To identify the needs of families and children, in particular, prioritising, "hard to reach" families and to lead on planning appropriate activities such as targeted stay and play sessions and play in the home to meet their needs developmental milestones and ensure that the needs of each individual child is catered for
- To maintain appropriate assessment records of each child's progress which links to the EYFS
- To empower parents to become involved in community activities and develop links between families with similar interests/needs where appropriate
- To be vigilant in safeguarding children from harm, contemporaneously recording any concerns about a child or children, and reporting any concerns to the Family Support Team Manager or MASH

- To participate fully in any Early Help Assessment procedures involving identified children, young people and their families
- Working with the team, facilitate the provision of information that supports promotion of early learning, health and well-being using a range of media approaches
- Evaluate services provided to ensure the effectiveness of service provision.
- Provide information on the impact of services on outcomes for children
- All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary
- Working outside normal hours as and when required

### 3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



**Walsall Council**

JOB TITLE- School Ready Engagement Officer		GRADE G6	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3

<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
Understanding of child development and the requirements of the Early Years Foundation Stage		A/I	3
Ability to demonstrate an understanding of factors which promote health and wellbeing		A/I	3
Understanding of promoting cultural sensitive services to diverse communities throughout Walsall		A/I	3
Ability to demonstrate effective organisational skills		A/I	3
Ability to work on own initiative		S/I	3
Ability to prioritise own work and meet deadlines			
Ability to demonstrate effective time management skills			
Ability to work as part of the team			
Ability to work effectively in a multi-agency team			
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Understanding of the challenges/problems families face and to be able to communicate with them in a sensitive and professional manner		A/I	3
<ul style="list-style-type: none"> <li>Experience of working with Children 0-8 or 0-19</li> <li>Experience of working with children, young people with SEN</li> </ul> <p>(pending vacancy as team requires a skill mix)</p>		A/I	3
Demonstrate an understanding of guidance in relation to Early Help		A/I	3
Understanding of promoting culturally sensitive services to diverse communities		A/I	3
Demonstrate a commitment to anti oppressive practice		A/I	3
Demonstrate an understanding of child and adolescent development.		A/I	3
Evidence of continuous professional development (where applicable)			
Keyboard skills sufficient to produce data, information and reports using word processing , power point, spreadsheets and email		A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
NVQ level 3 in Social Care, Health, Community Development, working with young people, Childcare or equivalent		A/I	3
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		A/I	3
Awareness of, and commitment to, confidentiality and handling data		A/I	3
<b>Prepared by:</b>	Natasha Gayle	<b>Date:</b>	3/8/2020

