

## Job Description

<b>Job Title:</b>	<b>Parent Outreach Co-Ordinator</b>	<b>School Name:</b>	Ivydale Primary School & Children's Centre
<b>Grade and Range:</b>	<b>£35,862 - £41,967</b>	<b>Hours:</b>	Range 30-36 hours per week
<b>Reports to:</b>	<b>Strategic Hub Lead</b>	<b>Working Pattern:</b>	All year-round post
		<b>Supervises:</b>	Parent Outreach Worker

<b>Purpose and context:</b>	To identify and actively engage parents-to-be, parents and carers of children under 5 and 0-2 Parenting Support Work stream and Start for Life by locality area, to take up services and activities that would benefit them and their children.
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### Principle Accountabilities:

1. Create, develop and design a Locality Parenting Support Network within the designated multi-ward area for parents and carers of children aged 0-2.
2. Develop and deliver enhanced promotion of access to partnership services to the local community, providing information, advice, sign posting parents/carers to other agencies.
3. Delivery assertive outreach to parents and carers of children aged 0-2 in need of parenting support and actively promote peer-to-peer support amongst these groups.
4. Direct liaison with Southwark's parenting team to increase the local offer of support.
5. Support the delivery of activities for groups of parents and children. Contribute to an increase of 'self' referrals into parenting programmes. Increase peer support and parent champion network capacity.
6. Develop an offer of peer networked support within the locality to operate from a range of community venues at times and places that extend beyond normal operating hours of services.
7. Increase development of a locality parent and carer forum to ensure the voice of local families is central to the development of services in the multi-ward area.
8. Develop a drop-in support programme within Children and Family Centres.
9. Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

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**Main duties and responsibilities are indicated here:**

1. Develop and maintain a good working knowledge of community profile of each locality, the range of family services available in the area and the informal/formal networks of contact/support available throughout the community.
2. Ensure that comprehensive and accessible information about services is available to all families in the centres reach area, including those with English as an additional language, young parents, fathers and those most in need of support, which will include some home visiting and one-to-one work for those who find it hard to access mainstream services.
3. Produce verbal and written reports for Southwark's Strategic Work streams for Family Hubs and Children & Family Centres on activities with parents, feedback on parents' views, and advice on involving parents/carers effectively in the Centre.
4. Keep appropriate records for the purpose of monitoring and evaluation. Detailing outcomes and parent and carer satisfaction in terms of family wellbeing and ease of access of services.
5. Develop and promote the Locality Parenting Support Peer Network development.
6. Work effectively and liaise as required with other Parent Outreach Co-ordinators and colleagues in order to contribute to the overall success of Children and Family services throughout the borough. Direct supervision of Parent Outreach Worker ensuring the outreach priorities are being met.
7. Establish and maintain direct contact with parents/carers and community groups with the aim of involving existing and potential service users in the design, delivery, evaluation and continuous development of service provision.
8. Develop a range of mechanisms to ensure that the needs and concerns of all parents/carers of under 5's and 0-2 are identified and that the diversity within the local community is properly represented in the delivery and development of Children and Family services.
9. Work with parents/carers of under 5's to enable them to take an active role in Peer-to-Peer forums or working groups. Leads in the development of peer network support from a range of community venues that extend beyond the normal operating hours of services.
10. Develop and provide drop-in support within Children and Family Centres
11. Organise consultation events and other activities on specific issues as required.
12. Create a welcoming and suitable environment for parents and their children to meet.
13. Ensure that adequate childcare, crèche and refreshment facilities are available to support parents/carers of under 5's to participate in training activities and children's centre initiatives.
14. Help parents to support their child's development, promoting learning through play and encouraging them to take up Early Years provision and other initiatives that are identified through Family Hub transformation and work streams.
15. Attend and facilitate evening and weekend activities, as required.

<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> </ul>
<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>

## Person Specification

<b>Job Title:</b>	<b>Parent Outreach Co-Ordinator</b>	<b>School Name:</b>	Pilgrims' Way Primary School Bermondsey & Rotherhithe Children and Family Centre
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	<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b> <ul style="list-style-type: none"> <li>▪ NVQ 4 Qualification or equivalent in childhood or health studies</li> <li>▪ Knowledge of basic health and safety procedures.</li> <li>▪ Knowledge of child protection procedures</li> <li>▪ Knowledge of child development through age range 0-5 years</li> <li>▪ Knowledge and understanding of different social, cultural and physical needs of children.</li> <li>▪ Knowledge and understanding of a range of SEND and children's needs</li> <li>▪ Knowledge of Children &amp; Family Centres</li> <li>▪ Knowledge and delivery of parenting support courses</li> </ul>	E E E E E D E D	Indicate how skill will be assessed either application form, at interview or tested.
<b>Experience:</b> <ul style="list-style-type: none"> <li>▪ Demonstrable experience of working with children and young people</li> <li>▪ Experience of working in an outreach, Early Years or community provision</li> <li>▪ Ability to use initiative and work independently whilst working with parents/carers and other stakeholders/partners in order to bring about change</li> </ul>	E D E	
<b>Aptitudes, skills and competencies:</b> <ul style="list-style-type: none"> <li>▪ Excellent written and oral communication skills.</li> <li>▪ Ability to communicate effectively with parents and with children with different cultural, physical and social needs.</li> <li>▪ Ability to observe, record and report.</li> <li>▪ Excellent record keeping skills.</li> <li>▪ Ability to continue own professional development.</li> <li>▪ Ability to use different IT media for reporting purposes</li> <li>▪ Ability to manage time effectively and prioritise work.</li> <li>▪ Ability to be flexible in approach as occasional evening and weekend working may be required</li> <li>▪ Identify, establish and maintain appropriate liaison and contacts with other agencies and communities in order to improve outcomes for children</li> <li>▪ Motivate people to take steps which will improve their life chances and to help to identify and achieve their goals.</li> </ul>	E E  E E E E  E E  E E	

<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with parents, children &amp; young people.</li> <li>▪ Understanding of and commitment to equality of opportunity in employment of practice and service delivery</li> <li>▪ Emotional resilience in working within a supporting service environment.</li> <li>▪ The postholder may be required to work outside of normal working hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	<p>E E E  E E E E</p>	
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