

Job Description

Job Title:	Parent Outreach Worker	School Name:	Ivydale Primary & Children's Centre
Grade and Range:	£30,309 - £33,717	Hours:	Range 30-36 hours per week
Reports to:	Parent Outreach Co-Ordinator	Working Pattern:	All year-round post
		Supervises:	None

Purpose and context:	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. Support the Parent Outreach Coordinator to establish and maintain communication with parents and carers of children under 5, in order to promote Family Hub and Children and Family Centre key priorities and services to the local community and support the staff team in the development of the Centre as a resource for local children and families.
2. Encourage parents and carers of children under 5 to participate in the design, delivery, evaluation and continuous development of Children and Family services in order to ensure services continue to meet the needs of a diverse community.
3. 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.
4. Support the delivery of a peer network from a range of community venues at times and places that extend beyond normal operating hours of services.
5. Support a locality parent and carer forum to ensure the voice of the local families is central to the development of services in locality.
6. Support a drop-in programme within Children and Family Centres.
7. 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.

Main duties and responsibilities are indicated here:

1. Support the Parent Outreach Coordinator to maintain a good working knowledge of community profile of the 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.
 3. Support the Parent Outreach Coordinator to 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.
 5. Assist and promote the Locality Parenting Support Peer Network development.
 6. Work effectively and liaise as required with other Parent Outreach Worker colleagues in order to contribute to the overall success of Children and Family services throughout the borough.
 7. Support the Parent Outreach Coordinator to 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. Support a range of mechanisms to ensure that the needs and concerns of all parents/carers of under 5's are identified and that the diversity within the local community is properly represented in the delivery and development of Children and Family services.
 9. Assist the Parent Outreach Coordinator Work with parents/carers of under 5's to enable them to take an active role in Peer-to-Peer forums or working groups. Assist in the development of peer network support from a range of community venues that extend beyond the normal operating hours of services.
 10. Provide drop-in support within Children and Family Centres
 11. Support the Parent Outreach Coordinator to 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. Work with the Early Years Team to provide 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.
 15. Support the Parent Outreach Coordinator to attend and facilitate evening and weekend activities, as required.
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<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ 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. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ 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. ▪ 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. ▪ Ensuring work is line with the School's Green Commitment Policy goals.
<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Parent Outreach Worker	School Name:	
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ NVQ 2 Qualification or equivalent in childhood or health studies. ▪ Knowledge of basic health and safety procedures. ▪ Knowledge of child protection procedures ▪ Knowledge of child development through age range 0-5 years ▪ Knowledge and understanding of different social, cultural and physical needs of children. ▪ First Aid certificate ▪ Knowledge and understanding of a range of SEND and children's needs ▪ Knowledge of Children & Family Centres 	E E E E E E D D	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> ▪ Demonstrable experience of working with children and young people ▪ Experience of working in a nursery or community provision ▪ Ability to use initiative and work independently whilst working with parents/carers and other stakeholders/partners in order to bring about change 	E D E	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills. ▪ Ability to communicate effectively with parents and with children with different cultural, physical and social needs. ▪ Ability to observe, record and report. ▪ Excellent record keeping skills. ▪ Ability to manage time effectively and prioritise work. ▪ Ability to continue own professional development. ▪ Ability to use different IT media for reporting purposes 	E E E E E E E	

<p>Special conditions:</p>	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with parents, children & young people. ▪ Emotional resilience in working within a supporting service environment. <ul style="list-style-type: none"> ▪ The postholder may be required to work outside of normal working hours on occasion, with due notice. Ability to be flexible in approach as occasional evening and weekend working may be required. ▪ 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. ▪ 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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