



St. Paul's Community
Development Trust



Version control: May 2023 V3

Role title: Early Years and Outreach Worker **Hours of work:** 26 hours per week over 4 days

Salary: £24,778pa (pro rata £17,179pa)

Role Purpose: To deliver services in the community which promote child development, and to undertake mandatory visits and development checks in the Hall Green District

Main functions:

1. To undertake 1 year and 2-year old development checks for the Hall Green District.
2. To carry out home visits where families have not engaged to conduct their 2-year-old development checks.
3. To carry out Attend Anywhere Clinics (virtual video consultations)
4. Liaising with Health Visitors and other health professionals to update them on children's development.
5. Ensuring lateral checks are completed before clinics and communicating with health.
6. Record keeping on Rio/assessment form.
7. Making referrals to external/internal agencies and professionals, putting strategies and interventions in place
8. Complete recalls and putting interventions in place if required
9. Completing exception reports for missed KPI's
10. Assisting new practitioners with ASQ's competencies
11. To support the changing nature of the mandated child development Reviews
12. Provide 'Stay and Play' sessions for target families that promote child development
13. Promote reading with babies and toddlers, and provide Book Start in stay and play sessions
14. To collect and help collate evidence that demonstrates outcomes for children.
15. To provide and promote positive play within the Early Years Foundation Stages for children and support parents/carers in how they play with their children to encourage good child development, including providing sessions in family homes.
16. To provide crèche for under 5s while their parents/carers participate in parent-focussed activities.
17. To conduct EEE visits, encouraging parents to take up the entitlement and supporting families to find provision.
18. Ensure the suitability, safety and cleanliness of toys and other equipment, replenishing the supply of toys as required, within the constraints of the budget.
19. To support parents who have under 5s with SEND needs ensuring inclusive practice and signposting to additional specialist support as required.
20. Make effective links to family support ensuring all relevant information is shared, as appropriate, in relation to the children and parents.
21. Supporting families with Breastfeeding
22. To assist with organising and running community events in Hall Green District as appropriate
23. To participate in the Trust's performance management scheme
24. To participate in the supervision process including the probationary Review

25. To undertake personal professional development and training as appropriate
26. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your line manager
27. To be familiar with and uphold the Policies and Procedures of the Trust especially those of relating to Safeguarding, Health and Safety, Data Protection and Equalities.

Person spec - Essential criteria	
Experience	<ul style="list-style-type: none"> ● Experience of developing positive relationships with children under 5 and their parents/carers enabling them to participate in the play / activity session ● Experience of setting up enabling environments ● Experience of collating and maintaining monitoring information ● Experience of undertaking outreach work within the community ● Experience of working with SEND needs and their families ● Experience of home visiting
Knowledge	<ul style="list-style-type: none"> ● Principles for early year's provision which promote child development within the Early Years Foundation Stage (EYFS) framework. ● Promoting equality and inclusion within early year's sessions, supporting children with additional needs and areas for targeted EYFS support. ● A working knowledge and demonstrable understanding of child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems ● Knowledge and understanding of support activities which enable positive outcomes for early year's children, with an emphasis on narrowing the gap and reducing health inequalities
Skills	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills – effective with a range of people including parents and carers ● Able to design, plan and run groups in the community ● Excellent communication skills with babies and children under 5
Qualifications and Training	<ul style="list-style-type: none"> ● NVQ 3 Children's Care Learning & Development or equivalent ● Please note, the successful candidate will be expected to undertake Training in order to carry out mandated development checks.