



JOB PROFILE

Job title: Lead Outreach Worker
Grade: SCP 29-32
Job family: Early Years
Directorate: Protection and Early Help
Reports to: Children's Centre Service Manager

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

CONTEXT

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into seven key business areas: Children's Social Care; Education; Early Help; SEN and Disabilities; Health Partnerships; Standards and Improvement; and Finance and Resources. Each business area is led by a Director or Associate Director who reports to the Chief Executive Officer

This post sits within the Family Support Service and wider Protection and Early Help division to prevent young people and families from requiring more specialist services, including coming into the care of the local authority, becoming NEET or involved in crime. The service operates within the common assessment framework, identifying additional needs early and intervening to improve outcomes.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

Please note that all capitalized section headings denotes where generic content is provided which is standard for all roles with the same job title. Lower case section headings denote where content is varied to provide specific additional directorate/team information.

CONTEXT

This post contributes to the key functions of the Achieving for Children Early Years Service which fulfills key statutory duties under the 2006 Childcare Act.

The Early Years Service works across Kingston and Richmond to ensure that all children aged 0-5, regardless of family background can access a high quality early education and childcare. The Service also plays a key role as 'A champion of children and parents, especially the most disadvantaged' and offer early identification and intervention to support families. This involves work in our children's centers to support families and children with special educational needs from 0-5 years old.

1. PURPOSE AND RESPONSIBILITIES

Job content is listed below, in order of importance:

RESPONSIBLE FOR

Planning the organization of and leading the outreach programme of activities across a geographical area.

Ensure that there is a wide ranging provision across the area and that a programme of activities is matched to identified local need.

Leading the Adult Learning provision with key partners and monitor access and impact

JOB PURPOSE

To work in partnership with Achieving for Children, the centres and school teams within the area to ensure that the core purpose of children's centres is achieved.

The postholder will oversee the outreach activity across the area to ensure that access of key HTR groups of families is promoted

To ensure a culture of self evaluation is embedded across all services as part of the everyday work of the centres and that it informs future planning.

To work pro-actively with parents, carers and the local community to promote partnerships and shape the development of Children's Centre activities.

To work in close partnership with all agencies delivering Centre services in the area to promote the shared vision, ethos and aims of the Children's Centre and the link sites.

KEY RESPONSIBILITIES:

Promote the aims and ethos of the Children's Centres and support all centre policies and procedures.

Have the welfare and care of all children and families across the area as a priority.

Use Children's Centre resources effectively to promote maximum impact.

Ensure children, colleagues and parents are treated with respect and valued as individuals in accordance with the Centre's Equal Opportunities Policy.

Job Activities:

1. To work in partnership with key agencies in order to deliver the full core offer of services for families. These include Multi-agency teams, Family Learning, Jobcentre Plus, health professionals and Social Care. This should also include monitoring protocols for sharing information and best practice.
2. To plan, organize and oversee the programme of service delivery and outreach activity across the area, so that programmes are maintained and meet the specific need of local children and families.
3. To ensure there is sufficient Adult Learning, skills, training available across the area and that participants are monitored for progress and impact.
4. To ensure effective consultation with children, families and other partners to evidence need and identify gaps in service. Ensure that Children's Centre activities are accessible and that the local communities across the area are fully involved in shaping Centre provision.
5. To ensure appropriate collection of data and effective analysis of the data to evidence impact upon outcomes for families within the area.
6. To support all Centre team members and partners to identify and support children with additional needs and their families at the earliest opportunity through children's centre activities. Design strategies to engage with those not accessing services.
7. To develop relationships within the cluster with schools, voluntary groups and organisations by attending, taking part in and supporting work with other teams
8. To provide regular reports, up-dates and communication to the Children's Centre Cluster Manager, Advisory Board and other key stakeholder groups.
9. To lead on developing volunteers across the locality, supporting induction and accredited provision to ensure a regular cohort of volunteers is trained and able to support.
10. To work with the parents forum to support the development of this body to ensure their views represent the needs of the area and that they regularly engage with developing the provision of services and activities.

11. To support the development of the programme and work with the CC Manager and lead practitioner to provide publicity and communication to promote the provision.
12. Undertake any additional tasks as reasonably requested by the Director of Education Services that are commensurate with the purpose and grade of this job description.

These are the key responsibilities as currently defined. Although there is an attempt to list them in priority order, priorities are subject to change and post holders should not place permanent emphasis on the location of the task within this job description.

2. MANAGEMENT RESPONSIBILITIES

- NO direct line management of any centre staff
- All members of children's centre staff
- Centre partners, and outside agencies Children, parents and carers
- Local Authority – Children's Centre Teams, Cluster teams, Coordinator /Manager, EY Consultant, Director of Education Services, Advisory Boards / Governing Body

3. ADDITIONAL DETAILS

GENERAL

Maintain your expertise and an up to date knowledge through the educational press, professional development opportunities, etc; update, inform and offer support to Centre colleagues.

Participate in relevant training as identified in the AfC staff development plan, in order to improve current practice.

Participate in all relevant meetings and activities that form part of this role.

Work closely with the AfC Children's Centre team to monitor and review Centre development targets and with school EY teams to review curriculum developments and achievement.

Undertake any additional tasks as reasonably requested by Director of Education Services that are commensurate with the purpose and grade of this job description.

Prepare reports for Advisory Board, AfC or outside agencies as requested.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Milestones

You will move up your grade by annual progression increments, provided your performance meets the expectations set out in the milestones agreed and the following triggers have been met:

1. Professional Development Review is completed
2. Attendance at required levels of training
3. No action has been taken under the Disciplinary or Capability procedures during the previous 12 months
4. Attendance has been satisfactory in the past 12 months

Specific details above are given to provide additional clarity on the responsibilities of this particular job, but does not count towards the evaluation. In addition key objectives, performance indicators and targets for the next 12 months are regularly set as part of the appraisal process.

4. ORGANISATION CHART

A small organisation chart highlighting how the post fits into the service structure should be inserted here or reference made to an attached appendix.

More guidance can be found on [RIO page Organisation Chart](#).

5. LINKED GRADE CRITERIA

Any linked grade posts should be listed here with the criteria required for progression including relevant Values and Behaviors.

More guidance can be found on [RIO page Linked Grade Criteria](#).

6. VALUES AND BEHAVIOUR

Evidence that you put customers (users) first.	Essential	Interview
Evidence that you work in partnership to improve services.	Essential	Interview
Evidence that you focus on quality and innovation.	Essential	Interview
Evidence that you listen and learn to develop the organisation.	Essential	Interview

Evidence that you champion inclusion and value diversity.	Essential	Interview
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QUALIFICATIONS AND EXPERIENCE

Qualifications

Level 4 in relevant subject area, willingness to gain this qualification.	Essential	Application Form and interview
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Experience

Minimum 5 years post-qualification experience	Essential	Application Form and interview
To have a proven track record of engaging families with children aged 0-5 years in diverse communities in an education, community development or outreach setting	Essential	Application form and interview
Experience of working with confidential information	Essential	Application form
Experience of using a wide range of methods/techniques to engage isolated individuals/communities.	Desirable	Application form and interview

Knowledge, skills and abilities

Knowledge of children's centre agenda	Essential	Application form and interview & Test /exercise
A working knowledge of child protection procedures and legislation, understanding its importance in the welfare of children and families.	Essential	Application form and interview
Understanding of the role of Children's Centres within the community	Essential	Application form and interview
Ability to interact well with professionals	Essential	Application form and interview

Ability to work as part of an effective and supportive team	Essential	Application form and interview
Able to work independently and show initiative and ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes	Essential	Application form and interview
Willingness to actively participate in professional development training	Essential	Interview
Willingness to work outside of normal office hours when required.	Essential	Application form
Ability and willingness to travel around the borough.	Essential	Application form

Evaluation dated:

This job profile is provided for guidance only. It will be updated and amended in accordance with the changing needs of the Council and the requirements of the role.