EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: **LEAD EARLY YEARS AND FAMILY EDUCATOR**
BASED: **HOME BASED**

DEPARTMENT: **BUSINESS DEVELOPMENT**

RESPONSIBLE TO: **EARLY YEARS DEVELOPMENT MANAGER**

RESPONSIBLE FOR: **EARLY YEARS AND FAMILY EDUCATORS**

JOB PURPOSE: To support all children in their early years to have the best start in life. To achieve this aim, the post holder will: provide leadership and management for operational staff ensuring a high-quality service: provide high-quality targeted outreach support for families with children aged 0-5 years who do not engage in the Family Hub and Children's Centre offer and are at risk of not achieving Good Level of Development, initially in the Lincoln area and then other Children's Centre agreed by Lincolnshire County Council.supporting child development, early learning, positive health outcomes and positive parenting, including emotional literacy to ensure these children take up the reach their GLD in reception and work as part of an integrated early years team.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To provide leadership and performance management of staff employed to co-ordinate and deliver the designated commissioned Children's Centre projects, ensuring appropriate performance management takes place. This will include induction, one to one meeting, team meetings, and target setting.
2. To provide high quality targeted outreach support to identified families in the home and local communities. Identified families will be shared from LCC from key priority groups:-
    - Families who do not engage in the Family Hubb/Children's Centre offer
    - Children at risk of not achieving Good Levels of Development
    - Males
    - Summer born children
    - SEND
    - FSM
    - Children not accessing their Early Years Entitlement

- Children with no completed ASQ3
- Other identified groups such as low reception or school attendance up to 8 years

3. Coordinate staffing across the designated cluster of Children Centres and outreach venues to ensure consistent teams of workers ensuring sufficient staffing is in place for service delivery, whilst ensuring flexibility as needs within each of the quadrants change.
4. To identify barriers/challenges for families accessing the Family Hub/Children's Centres offer and put in place an action plan for these families to facilitate their engagement

5. To provide peer support, mentoring and guidance to Early Years and Family Service Educators, volunteers and work placement students.

6. Identify families who will not engage with the Targeted Outreach Support and share this information with Lincolnshire County Council.

7. To participate in the quality assurance processes and inspections by Ofsted and any other external bodies following any action plans as a result directed by the management team.

8. To provide evidenced based taster programmes of Making it Real, PEEP Incredible Years and any other high-quality educational and fun sessions/programmes for children in their early years and their families to support child development, early learning, positive health outcomes and positive parenting, including emotional literacy, to support children being ready for school and reaching Good Levels of Development.

9. To plan, deliver and evaluate all sessions and activities to encourage the engagement of parents in their children's learning, development and wellbeing in their early years to have the greatest opportunity of reaching or exceeding their expected level of development and be ready for school.

10. Be knowledgeable of the Best Start in Life Strategy and Healthy Babies, the Family Hub/Children's Centre offer so that families can be connected to the appropriate support. To work within a multiagency environment to fully support parents and children.

11. To track the progress of vulnerable and identified children who are delayed with their development, in partnership with other early years settings the child may be attending and in accordance with the EYFS Framework, working as part of an integrated early years team alongside other professionals so families can access seamless support to meet their different needs within their local communities and support parents to access effective antenatal and postnatal care through partnership working with health providers.

12. To co-ordinate staff to support local events, promotional work and marketing of services, ensuring appropriate connecting arrangements are followed including the marketing of the children's centre offer, raising awareness of the two-, three- and four-year-old early years entitlements to eligible families and supporting eligible families with their applications where necessary.

13. To complete relevant forms, registers, and documentation to meet deadlines providing data and information to support the completion of monthly, quarterly and annual performance reports and complete case studies.

14. To visit families in their homes, building their confidence and knowledge to support the home learning environment.

15. To connect and refer families to other appropriate agencies and services where it is identified as a need and record uptake of vulnerable families signposted or referred to other services. This may include acting as a Lead Professional and the completion of Early Help Assessments (EHAs) where required.

16. To be responsible for ensuring any health and safety checks and risk assessments are undertaken for delivery in outreach venues and homes or when keyholding within centres, ensuring that any issues/incidents associated with service delivery are recorded and reported following and adhering to all appropriate Health and Safety, Food Hygiene and Food Standards policies and procedures.

17. To understand and comply with the Early Years Alliance and Lincolnshire County Council Children's Services policies and procedures, including health and safety, and child protection, in a manner that promotes equality of opportunity and access, and fosters anti-discriminatory practice. Carrying out all duties and responsibilities in compliance with the policies and procedures of the Lincolnshire Safeguarding Children's Board.

18. To maintain confidentiality and keep accurate up to date records within data protection guidelines.

19. To complete all relevant Alliance training and LSCP training and attend in-service training and team days across Lincolnshire.

20. To work flexibly to enable the service to be responsive to the developing needs of the service users Monday - Saturday 9am-5pm including at times some evenings and weekends as directed by the line manager.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria:

1. NVQ 3 Early Years Care and Education or equivalent qualification, or a health and social care degree level with relevant early years and childcare modules, or Early years Teacher Status.

2. Proven experience of working in a similar leadership and management role.

3. Experience, knowledge and understanding of child development, EYFS and how children learn through play.

4. Experience of working with families to provide an effective home learning environment.

5. Proven effective communication skills – able to communicate effectively in person and in writing, with professionals, staff, early help and social care teams and other organisations.

6. Experience of a successful multi-agency approach with professionals, early help teams, social care teams and other early years settings.

7. Knowledge of the aims, objectives and ethos of the Best Start in Life and Healthy Babies Strategy, Family Hubs and Children's Centres and other national developments of services for children aged 0-5 years.

8. Good understanding and knowledge of Safeguarding children and young people and relevant safeguarding processes and procedures.

9. Good IT skills including use of Microsoft Office suite, including Word, internet and email.

10. Knowledge and understanding of early years and childcare tracking systems.

11. Commitment to Early Years Alliance aims and strategic objectives.

12. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.

13. Willingness and commitment to undertake further training.

14. To work flexibly across the week, including evenings and weekends to meet the needs of Children's Centre service delivery.

15. Able to demonstrate an understanding of the Alliance's performance standards and values.

16. Ability to travel to delivery sites across Lincolnshire.

Core management competencies - Please refer to Appendix 1 for details of the core management competencies that managers are expected to work to.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself

Desirable Criteria

1. Incredible Years and MiR trained

2. Solihull, Triple P and/or other recognized parenting programmes.

3. PEEP Learning Together qualification.

4. Experience of visiting families in their homes.

TERMS & CONDITIONS:

Grade: 3A
Hours: 35 per week
Salary: £28,491 per annum (pro rata for part-time)
Allowances: Mileage at 40p per mile
Annual Leave: 25 days plus bank holidays (pro rata)

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF:

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

Appendix 1

Core Management Competencies

Leadership

- Has a good understanding of the charity's vision and strategy and inputs effectively into the operational plan fortheir team/department/DSP/Business Hub.
- Thinks strategically and clearly relates goals and actions to the strategic aims of the charity.
- Communicates the need for quality and continuous improvement and influences good practice through own example.
- Inspires people to deliver results, high standards and setsclear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Creates and supports a culture of creativity, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- Manages change effectively and clearly communicates the need for it to the team, providing them with support toeffect it.
- Understands the need to safeguard all children in the context of his/her role and ensures the team understand safeguarding responsibilities relevant to their roles.

Managing people

- Is effective at recruiting, developing and motivating a diverse range of people.
- Clearly informs employees of their tasks and responsibilities, ensuring employees understand andwork in line with the charity's policies and procedures.
- Holds regular one to one meetings, sets and monitors S.M.A.R.T objectives and gives constructive feedback designed to improve future performance.
- Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- Acknowledges and records achievements; gives praise where appropriate.
- Adapts his/her management style as the situation necessitates.
- Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- Offers support to enable staff to take care of themselves, both physically and mentally.

Managing teams

- Knows the team's strengths and abilities and makes bestuse of the talents of employees.
- Supports the development of his/her team through regulardiscussion and team meetings which encourage two-waycommunication and sharing of ideas and expectations.
- Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.

- Ensures that his/her team works in collaboration withother teams across the charity.
- Creates a learning and supportive environment.

Communication

- Communicates in a variety of ways with people at all levels and adopts a communication

methodappropriate for the listener or audience.

- Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- Presents information clearly, concisely andconfidently to individuals and groups.
- Communicates complex ideas, problems and difficultmessages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social medial responsibly, in line with the charity's policies and procedures.

Customer awareness (internal and external service users)

- Understands the environment in which the charityoperates and the impact on its customers.
- Understands the diverse needs of customers that use ourservices and proactively strives to provide a service that is flexible and responsive to their changing needs.
- Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
- Strives to produce real improvements in the way servicesare delivered to customers.
- Creates and maintains meaningful relationships and understands collaborative and partnership working.
- Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.

Is mindful of professional boundaries when interacting with customers.

Problem solving

- Identifies and acknowledges problems and critical issues in a timely manner.
- Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- Anticipates and reviews problems in order to ensure contingency plans are in place.
- Collaborates with others in order to draw on their expertise to achieve best possible outcomes.

Makes decisions that minimise organisationalfinancial loss, loss of reputation or legal challenges.

Planning and resource management

- Effectively manages self.
- Being proactive in seeking out new initiatives which deliver desired outcomes.
- Demonstrates sound knowledge of financial managementand business planning.
- Obtains and allocates resources sufficient to meetobjectives and manages resources and skills well.
- Produces effective plans that have clear priorities, realisticmilestones, sound review mechanisms and takes into account all available information.

Taking Care ofYourself

- Manages work/life balance and can disconnectoutside of work time.
- Builds in physical activity, and fresh air wherepossible, into daily routine.
- Recognises that it is important to take regular breaksto maintain mental wellbeing.
- Acknowledges, and is open and honest around needsfor workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when necessary.
- Takes time to do something enjoyable every week.