**Role Profile**

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| **Service:**  | Early Years  |
| **Location:**  | Early Years Locality  |
| **Job Title:**  | Early Years Outreach Officer  |
| **Grade:**  | **F**  |
| **Post No.:**  |
| **Reports to:**  | Early Years Family Support and Outreach Manager  |

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|  **1. Purpose of Job:** Early Years Outreach Officers provide outreach services within an early years’ locality. The role is responsible for ensuring that families with young children are identified, encouraging access to children’s centre and related services and to identify, support and refer target groups and families that need additional intervention.  |

**2. Key accountabilities/duties/responsibilities:**

 Work as part of a team of staff providing children’s centre outreach services to ensure the effective delivery of universal and preventive services, enabling access to specialist and targeted support for families where appropriate, working under the direction of the Senior Outreach Officer .

 Identify and register families with young children within the locality, encouraging, facilitating and monitoring access to provision to ensure that emerging needs are met at the earliest opportunity.

 Working closely with Family Support Officers in the locality, ensuring that individual families and groups most in need of intervention access appropriate services to meet their specific needs, maintaining an effective link to more targeted support and providing continuity of intervention.

 Identify eligible two year olds for Free Early Education Entitlement in the children’s centre services locality to ensure maximum take up and access to provision for vulnerable and economically eligible families.

 Provide evidence-based services and carry out preventative practice, tracking sustained impact on individual need and contributing data for wider team-based and locality analysis to plan effective future outreach provision.

Involve and consult local families, particularly those in need of support, in the provision and planning of services, supporting opportunities to volunteer and to provide peer support, offering training linked to individual need and employment opportunities as directed.

 Take responsibility for own role in child protection, parenting, health and safety and premises issues and other related functions to contribute to a co-ordinated team approach to child safety and well-being

**3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

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**PERSON SPECIFICATION**

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| **Knowledge, training and experience**  |
|  A relevant professional qualification is required, e.g. a nationally recognised early years qualification, parenting programme delivery, community development, social work, counselling  Successful track record of delivering evidence-based services which are effective at meeting customer needs and are cost efficient.  Understanding of the role of targeted outreach and the use of universal services to provide a preventative and targeted response to need. |

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| **Skills**  |
| **Planning, organising and controlling skills**  Good level of practical skills in dealing with families with young children in a supportive environment  Clear understanding of data relating to practice to enable effective delivery  Ability to implement clear performance measures **Communication and influencing skills**  Experience of effective partnership work with parents and with other relevant operational partners in a practical context  Knowledge and experience of engaging parents or service users, using feedback constructively  Ability to enable challenge from partners, families and service users to inform and change service delivery.  |
| **Initiative and Innovation skills**  Ability to understand and comply with legislative requirements and Ofsted inspection frameworks, including legislative requirements around safeguarding. |