



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: BME Outreach Worker (Children's Centres)

GRADE: Band 6

RESPONSIBLE TO: Centre Manager

This post is employed by the Early Years, Children's Centres and Childcare Service. Whilst employees will be allocated to a base for the majority of the working week, employees are expected to be flexible across the service and may be required to relocate either temporarily or permanently to an alternative base.

Overall Objectives of the Post:

To promote and work within the philosophy of the Children's Centre, which is committed to the development of inter-agency co-operation, collaboration and networking. To deliver Children's Centre Services across the Children's Centre Cluster, through home visiting and group work, focusing on the BME Community.

Key Tasks of the Post:

- 1. *You will provide a flexible and holistic Centre support service to meet the needs of children, families and the community, with specific focus on the BME Community. You will:***
 - Actively pursue the involvement of hard to reach groups, ensuring that Children's Centre services reach 80% - 96% of families within the Centres reach area, with specific focus on the BME Community.
 - Make direct contact with parents/carers, community groups and faith groups, promote the Children's Centre activities and register families for ongoing information and support, with specific focus on the BME Community.
 - Undertake new birth visits, with specific focus on the BME Community.
 - Support children/families to enable them to participate in a range of Children's Centre services and activities as appropriate to their specific needs.
 - Ensure the development of parent/community participation in the Children's Centre.
 - Establish a Parent Forum, supporting and engaging the BME Community.
 - Engage with provision within the community.
 - Signpost parents/carers to a range of universal groups and support services on offer.
 - Work jointly and creatively with colleagues from other agencies.

2. You will be responsible for the provision of family support and parental outreach services to meet the needs of vulnerable children, families and their community, with specific focus on the BME Community. You must:

- Provide and implement appropriate induction opportunities for families and the centre philosophy within health, family support, care and education practice.
- Undertake outreach work, providing support for families and children in need, including home visiting, coordinating work as part of the team around the child.
- Support and deliver family programmes, supporting BME families, using their community language.
- Deliver learning and behaviour support.
- Promote and implement an inclusive environment for all children and families.
- Organise a range of activities in response to local need.
- Support parents to become involved in the development of new groups as appropriate and to ensure that all groups are accessible to vulnerable families.
- Carry out outreach activities within the context of South Tyneside Council policies, protocols and procedures.
- Share your knowledge and understanding of the developmental stages of a young child.
- Complete daily records for all activities for children on plans.

3. You will ensure that day-to-day standards and quality of provision is maintained. You will:

- Work alongside other centre staff to implement an all inclusive package of care and learning, including School Readiness Groups for the BME Community.
- Show commitment to promoting partnership with parents in respect of the Centre's activities and ensure that each child/family reaches their full potential.
- Develop links with Community and Faith Groups to enable a progression route for alternative support services to be identified for families using the service.
- Provide and facilitate training opportunities for adults within the Centre and the community where necessary.
- Assist in the provision of the differentiated curriculum for identified children - focusing on the BME Community.
- Provide a nurturing, stimulating and caring environment.
- Assist in the identification of training and learning opportunities for parents.

4. You will ensure Child Protection and Safeguarding of children and vulnerable adults. You will:

- Support vulnerable children and families CAF level 1 - 4, acting as Lead Professional when required, supporting families using their community language.
- Ensure accurate, timely recordings on the child's individual file, analysing and reflecting on child's process.
- Follow Child Protection Procedures and liaise with the team around the child/care groups.
- Develop professional, honest relationships with parents and children.
- Contribute to the target to reduce the number of children looked after.

5. You will be responsible for providing support to the Management Team. You will:

- Work as a team member to develop integrated policies, procedures and working practices within the Centre.
- Be computer literate and be competent to use a PC or Laptop and the associated software on a daily basis.
- Collect data, monitor and record to feed into the SEF.
- Be accountable for performance outcomes of all children and families, providing detailed reports when required.
- Support the Centre Manager during the Ofsted Inspection process.
- Promote and deliver training, development and community based opportunities for Centre staff.
- You will take an active role in meetings and personal/professional development opportunities to contribute to the development of the Centre.
- Plan and deliver the integrated curriculum and assist in the planning and delivery of the differentiated curriculum.
- Provide information on children's development.
- Provide leadership and support to students and trainees.

6. You will contribute to the promotion of the Centre, both locally and nationally. You will:

- Be actively involved in planned visits to the Centre to promote best practice, providing excellent professional expertise and practice.
- Attend and participate in relevant meetings as required of which a minimum of 3 per year will be held out of working hours: time off in lieu will be allowed by agreement with Line Manager.
- Be actively involved in the evaluation process relating to the Centre's activities.
- Ensure the Council's Equal Opportunities Policies and Health and Safety Policies are implemented.

All employees may be expected to act as 'key holder' for their base and to be responsible for opening /locking up on a daily basis, or as a temporary cover for a colleague.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JP/CL

Date: 9.03.18