

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Family Nurturing Support Worker

Vacancy ID: 009756

Salary: £19,819 - £21,074 Annually

Closing Date: 17/02/2019

Benefits & Grade

Grade G

Contract Details

4 posts, Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

28/02/2019

Job Description

The Early Help Service in Stockton-On-Tees is seeking to recruit 4 Family Nurturing Support Workers, these posts will be based within the 4 Family Hubs within Stockton.

These are new posts which will support the Family Nurturing Workers in the delivery/ facilitation of parenting programmes with families covering the age range 0-19 years. The successful candidates will also be required to work directly with children and families in the delivery of a range of school readiness sessions and be able to signpost to other services when appropriate. There may be occasions when you will be required to complete home visits to provide one to one support to families with regards to behaviour, routines and boundary setting for children and young people across the 0-19 age group.

The post holders are required to be educated to NVQ level 2 or equivalent in a childcare related field.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Adèle Jaab, Family Hub Manager on 01642 527226 or via email adele.jaab@stockton.gov.uk

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

Directorate: Children's Services

Service Area: Early Help

JOB TITLE: Family Nurturing Support Worker

GRADE: G

REPORTING TO: Family Nurturing Worker

1. JOB SUMMARY:

To assist the Family Nurturing Worker to identify the needs in the local area, work collaboratively with other agencies and stakeholders and develop a Parenting Offer that is fit for purpose including:-

- Targeted themed parent and child sessions for families with children 0-5 who require help and support with specific areas of parenting.
- Work alongside other colleagues in the Family Hubs to assist the facilitation of a universal rolling programme of workshops for families who require low level help and support with specific areas of family life.
- Evidenced based parenting programmes within the Family Hubs for families with children aged 0-19

To assist the Family Nurturing Worker by working closely with external adult education and learning providers to ensure a range of programmes is available within the Family Hub.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1. To assist the Family Nurturing Worker in the delivery of Evidenced Based Parenting Programmes within the Family Hub. The postholder will use a solution focused approach whilst working with families so as to build resilience and recognition of their own strengths and expertise.

2. To assist the Family Nurturing Worker for the preparation, delivery, evaluation and reporting of outcomes for targeted, themed parent and child sessions within the Family Hub. The sessions will focus on key areas for example: social or emotional issues, play, behaviour, and relationships.

3. To assist the Family Nurturing Worker to work closely with other colleagues and stakeholders to jointly develop, deliver and promote a universal rolling programme of workshops such as: sleep, behaviour and relationships etc. within the Family Hub.

4. To assist the Family Nurturing Worker with the tracking of family outcomes and reporting systems for those families who have been referred, to the Service, from other agencies and departments.

5. To support the Family Nurturing Worker in working closely with other stakeholders to ensure that the parenting programme is robust and tailored to local needs.

6. To support the Family Hub Co-ordinator in working closely with the commissioned crèche provider to plan when childcare sessions will be required, to ensure they meet the needs of the Family Hub.

7. To assist the Family Nurturing Worker in working closely with external education and learning providers to ensure the Family Hubs have a wide range of appropriate sessions available to meet local, identified need. Therefore

		maximising the Family Hub potential to deliver appropriate, adult learning within the community.
	8	To assist the Family Nurturing Worker in maintaining appropriate quality standards and quality monitoring including retention rates, achievement rates and progress.
	9	To offer educational advice and support to all parents relating to recruitment, enrolment, induction and retention of learning
	10	To be responsible for the marketing of activities, including preparation of promotional materials and participation in marketing events.
	11	To work proactively and co-operatively with peers across the borough to share good practice and deliver jointly when necessary

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated

August 2017

PERSON SPECIFICATION

Job Title/Grade	Family Nurturing Support Worker	Grade G
Directorate / Service Area	Children's Services	Early Help
Post Ref:	34660, 34661, 34662, 35663	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Educated to NVQ level 2 or above or equivalent in a directly relevant subject or equivalent level of knowledge gained from direct work related experience • Teaching certificate or working towards • Trained in Family Nurturing and 123 Magic or working towards 	<ul style="list-style-type: none"> • 5 GCSE at c or above • Cert ED or working towards • Mentoring or coaching qualification • Counselling skills • Solution Focused approach • IAG level 2 or above • Group facilitation qualification 	Application
Experience	<ul style="list-style-type: none"> • Experience in working with adults in community setting • Experience in delivering early years sessions in a community setting • Experience in engaging in the most disadvantaged families 	<ul style="list-style-type: none"> • Experience in analysing data and forecasting new programmes • Experience in developing new curriculum 	Application / Interview

	<ul style="list-style-type: none"> • Experience in delivering evidenced based parenting programmes • Experience in reflective practice • Experience in evaluation processes • Experiencing of presenting outcomes • Experience of managing others 		
Skills	<ul style="list-style-type: none"> • Good communication skills • Good group facilitation skills • The ability to change delivery style to engage with the most disadvantaged parents • The ability to relate learning to a wide range of people • Ability to work in a multi-agency approach • Willingness to carry out personal professional development • Ability to develop new services and manage resources 		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Resilience and confidence to solve problems in solution focused manner 		Application / Interview

Other requirements	<ul style="list-style-type: none"> • A good knowledge and understanding of Healthy Child Programme • A good understanding if the EYFS framework • An understanding of child protection issues • An understanding of the local authority inspection framework • Working knowledge of risk assessment and health and safety protocols and procedures • Be prepared to work flexible hours including evenings and weekends to suit the operational activities of the Family Hub and ensure that appropriate cover and services can be delivered. 	Knowledge of local community	Application / Interview
--------------------	---	------------------------------	-------------------------

Person Specification dated

August 2017

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.