JOB DESCRIPTION

Job Title: **Early Years Practitioner: Family Support Lead**

Grade: **Grade 5, LD7**

Job Location: Hylton Red House Nursery School

Directorate: Children's Services

Responsible to: Headteacher / DSL

Responsible for:
To undertake Key Person responsibilities, supporting children's learning, development and wellbeing, alongside designated responsibilities for developing, coordinating and reviewing family engagement, attendance support and early intervention provision across the nursery.

The postholder will have dedicated time to work directly with families, build effective relationships with external agencies, attend relevant meetings, identify emerging needs and coordinate appropriate support to improve outcomes for children and families – under direction of the Headteacher / DSL.
The role combines direct work with children and families within the nursery with a wider, outward facing responsibility to strengthen family engagement, promote positive attendance and remove barriers to children's learning, wellbeing and development.

1. **Purpose of Job:**

a) To work directly with children and families, providing support, guidance and co-ordinated intervention for those experiencing additional challenges or vulnerabilities.
b) To undertake Deputy Designated Safeguarding Lead responsibilities in accordance with statutory guidance and nursery procedures.
c) To undertake Key Person responsibilities, supporting the planning and delivery of activities and experiences which meet children's individual needs and promote learning and development.
d) To develop and co-ordinate family engagement and early intervention activities that promote children's wellbeing, attendance, development and participation in nursery life.
e) To build positive and effective relationships with children and families, supporting them to access appropriate services and opportunities.
f) To identify emerging needs and vulnerabilities and facilitate timely support through effective partnership working and early intervention.
g) To work collaboratively with practitioners, families and external agencies to improve outcomes for children and remove barriers to learning and development.
h) To support the implementation of safeguarding procedures through Deputy Designated Safeguarding Lead responsibilities.

2. **Main Duties**

To work with the Headteacher, the DSL team and staff to:

a) To work directly with individual children and groups to support emotional wellbeing, confidence, resilience, engagement and successful participation in nursery life.
b) To undertake observations and assessments to identify barriers affecting children's wellbeing, attendance, engagement, development or family circumstances.

c) To support children experiencing periods of vulnerability, transition or family difficulty, ensuring appropriate support and intervention is in place.
d) To ensure children's views, wishes and experiences inform support planning and intervention strategies where appropriate.
e) To undertake off site family support visits alongside colleagues, to strengthen relationships, identify needs and facilitate access to support.
f) To monitor attendance patterns, identify emerging concerns and work with families to promote positive attendance and engagement.
g) To develop, co-ordinate and evaluate family engagement initiatives including stay-and-play sessions, workshops, transition activities, information events and community-based activities.
h) To co-ordinate Level 1 Early Help support and contribute information to wider Early Help assessments, plans and reviews where required.
i) To make referrals and facilitate access to appropriate services including Family Hubs, Health Visitors, Children's Social Care, Early Help Services, health professionals and voluntary sector organisations.
j) To attend safeguarding, child protection and multi-agency meetings as required and contribute relevant information to support decision-making.
k) To provide information and support to practitioners in relation to family engagement, attendance, wellbeing and early intervention approaches.
l) To contribute to the development, implementation and review of practices and procedures that promote family engagement, attendance and children's wellbeing.
m) To maintain, analyse and report on information relating to attendance, family support and early intervention activity, identifying trends and recommending improvements where appropriate.
n) To prepare reports and provide accurate information to leaders, governors, professionals and partner agencies.
o) To act as a Deputy Designated Safeguarding Lead, supporting the implementation of safeguarding procedures in accordance with statutory guidance and nursery policy.
p) To maintain safeguarding records, chronologies and documentation, ensuring information is accurate, timely and appropriately shared.

3. General Requirements:

a) To ensure all activities and interventions comply with statutory guidance, safeguarding requirements and nursery policies and procedures.
b) To maintain accurate, timely and confidential records in accordance with nursery procedures and data protection legislation.
c) To attend professional meetings, reviews, conferences and training as required.
d) To ensure activities are subject to appropriate risk assessment and promote children's safety and wellbeing.
e) To undertake any other duties commensurate with the grade and responsibility of the post.

4. Professional Values and Practice:

a) To promote a culture of inclusion, wellbeing and positive family engagement.
b) To build and maintain effective relationships with children, families, colleagues and partner agencies.
c) To demonstrate a commitment to equality, diversity and inclusion in all aspects of practice.
d) To act as a role model for professional conduct, safeguarding practice and family-centred support.
e) To engage in continuous professional development and share learning with colleagues to improve practice across the nursery.
f) To contribute positively to nursery self-evaluation and improvement planning relating to attendance, family engagement, wellbeing and early intervention.

g) To act as a positive role model, demonstrating a proactive, can-do attitude and a commitment to working collaboratively to overcome barriers, improve outcomes and support the nursery community.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: *Catherine Barnett, Headteacher*
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