



JOB DESCRIPTION

POST TITLE:	Family Engagement Worker
GRADE:	Scale 6
SERVICE AREA:	Children Employment and Skills
DIVISION / UNIT:	Learning and Schools / Early Years & Childcare
REPORTS TO:	Early Childhood Co-ordinator
MANAGES/SUPERVISES:	N/A

PRIMARY JOB FUNCTION

As a member of one of the 3 Early Childhood Area Teams, to actively promote and provide a range of outreach activities and initiatives within the locality aimed at engaging families in early childhood services, particularly those who may be considered hard to reach.

To contribute to the planning, delivery and evaluation of stay and play sessions which will enhance children's learning and development; identifying children who may need additional support and signposting these children effectively to partners.

To contribute to improving outcomes for children by working with parents and colleagues to improve the quality of the home learning environment, particularly for children 0-3

Under the direction of the Early Childhood Coordinator, each family engagement worker will have the responsibility for a specific area of work including engagement of groups considered hard to reach or with specific needs and parent volunteering opportunities according to local need and the developing priorities of the service.

DUTIES AND RESPONSIBILITIES

1. Work in partnership with the wider early childhood team and partners including health, family support, childcare providers, community based organisations, housing and employment and training services to ensure that all families, particularly those who are hardest to reach, are contacted and supported in accessing early childhood services and all other universal services.
2. Provide parenting advice and learning opportunities including contributing to the co-ordination and delivery of parenting programmes, workshops and information.
3. Deliver high quality early childhood services ensuring robust evaluation of activities is maintained and used to inform quality improvement and to evidence positive impact, including maintaining and providing robust written and electronic records and reports of the work and to provide monitoring information in line with local and Government requirements.
4. Actively engage in targeted outreach work, in partnership with other agencies, particularly health visitors, housing and regeneration, to identify and contact



disadvantaged families who may be missing out on universal services in collaboration with key partners and the community.

5. Adhere to London Borough of Islington policies in relation to service delivery, including safeguarding, information sharing and data protection, record keeping, health and safety, equal opportunities, supervision and customer care.
6. Contribute to assessments and planning for children's progress including the integrated review and Early Years Foundation Stage learning environment through recording observations and maintaining clear, concise and robust records of individual and groups of children.
7. Provide information, advice and guidance to families about the full range of early childhood and family/adult services available in the locality and support families to access these.
8. Ensure that all their practice is inclusive and meets the needs of the full range of Islington families.
9. Support and encourage parents and carers to provide feedback about services and to be involved in the development of services.
10. Ensure that families have access to appropriate interpreting services if necessary, to work with interpreters and to communicate with families using additional languages with which the post holder is familiar, as appropriate.
11. Safeguard children through adherence with local and national safeguarding procedures and engagement with early identification and preventative services.
12. Liaise with other professionals, to resolve problems and develop effective working relationships across a wide range of discipline and agencies.
13. Work during times that will promote direct work with families and the community. This will include morning, afternoon, evening and weekend work as required.

ADDITIONAL:

The post holder is expected to:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.



- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

Post holder Declaration

Name:	
Signed:	
Date:	



PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

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REQUIREMENTS		
EDUCATION and EXPERIENCE		
	A/I/T*	
E1	Minimum NVQ level 3 or equivalent in Advice, Social Care, Supporting Parents, Early Years, Health, Education or Community Work	A
E2	Experience of working in an inner-city multicultural community with children and parents with a diverse range of needs	A/I
E3	Experience of engaging families, including working with the most vulnerable families and those considered hard to reach including BME	A/I
KNOWLEDGE, SKILLS and ABILITY		
E4	Ability to co-ordinate parent engagement activities including volunteering opportunities	A/I/T
E5	Communication and interpersonal skills which motivate and support parents and families, fostering trust, confidence and resilience, whilst maintaining appropriate boundaries	A/I/T
E6	Knowledge of the barriers to accessing services which may be faced by children and families from vulnerable groups	A/I/T
E7	Skills and ability to deliver and monitor evidence based parenting programmes including with partner agencies	A/I/T
E8	Knowledge of service provision for families with multiple needs including an awareness of and ability to support access to referral pathways and to enable children and families to access services to support their needs in a timely manner	A/I/T
E9	Secure knowledge of early childhood development and the importance of early identification and intervention including the range of factors that can inhibit children's learning and development	A/I/T
E10	Ability to work flexibly and in partnership with other agencies as part of a multi-disciplinary team including evenings and weekends	A/I/T
E11	Ability to communicate effectively in writing, including the ability to maintain and produce accurate records and write reports as required	A/I/T
E12	Ability to organise and prioritise work and to work independently	A/I/T



E13	Demonstrate the ability to support and motivate colleagues in specific areas of practice, as required	A/I/T
E14	Ability to monitor and review the services families are accessing including maintaining robust records, inputting data as required and providing evidence of activity impact	A/I/T
E15	To have relevant IT skills, be willing to develop these skills as necessary and be familiar with relevant software	A/I/T
E16	Demonstrate the ability to safeguard and promote the welfare of children, and provide a safe learning environment	A/I/T
E17	Ability to work with other agencies, and contribute to assessments and the implementation of support plans including the integrated review, early help assessments and/or SEND short term plans	A/I/T
COMMITMENT TO EQUAL OPPORTUNITIES		
E18	Ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E19	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service (DBS)	
E= Essential		
*Assessed by: A= Application I= Interview T= Test		