



Brently and Henbury
Children's Centres

Job Description

Job Title: Family Support Assistant

Job Purpose: To offer services which will secure better outcomes for young children aged 0–5 years and their families. To work together with families in the Children's Centre area to facilitate groups and support in the community depending on identified individual need.

Salary: £21,460 pro rata for term time only and part time

Contract: Permanent

Location: Brently & Henbury Children's Centre

Reporting to: Family Support Leads

Responsible for: Parents/carers and their children

Hours of work: Full time or part time, term-time only plus 3 additional days to be worked during the July and August.

Key responsibilities of the role include:

To provide and maintain an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

Work as part of the team to support the delivery of family support across the local community, working in partnership with other agencies.

Evaluate the impact of services provided.

Duties and responsibilities include, but are not confined to the following:

1. Families

To assist in the planning and delivery of groups in accordance with the Centres policies and being mindful of Centre initiatives.

Ensure accurate records and evaluations of groups in accordance with Centre policies.

Support and maintain communication throughout the Children's Centres

Promote and value family's experiences within an anti-discriminatory framework.

Foster respectful, supportive and warm relationships with parents/carers and children by taking part in activities with them.

Plan a range of activities to meet the wants/needs of the family/families within each individual group, focusing on their interests.

Liaise with parents, other team members and professionals as appropriate.

Ensure/encourage high standards of care and personal hygiene with all of the families, being observant of their general health and welfare.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of, and implement all of the Centre's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

2. Parents

Encourage parental involvement in every aspect of the group you are delivering.

Show support for parents as stakeholders of the Centre/groups.

Ensure good communication between the team & parents by using a range of relevant strategies appropriate to the individual.

3. Children's Centre Responsibilities

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Participate in fund-raising events.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Maintain high levels of record keeping as necessary in the course of your work.

Maintain and ensure the cleanliness of all group settings.

Undertake any other duties required in keeping with the aims of this post.

Individual Specification

Essential

1. Level 3 qualification in early years (e.g. BTEC National Diploma in Childcare Studies or CACHE Diploma in Childcare and Education, NNEB).
2. Knowledge of educational, developmental and health needs of children under 5
3. Knowledge of equal opportunities.
4. Experience in identifying the needs of parents & carers & individual children.
5. Good communication with children and families.
6. Effective and accurate verbal and written communication skills.
7. Ability to work towards the creation of a caring and safe environment.
8. Proven skills in organising activity to achieve defined targets.
9. Proven ability to work as part of a team.
10. Ability to work with a variety of team members across a range of settings throughout the Community.

Desirable

11. Experience of working effectively in an early years setting or in Community Support work, meeting the developmental and health needs of the children under 5 and other specific needs to families.
12. Experience of community development work.
13. First Aid.
14. Willingness to undertake further training.
15. Due to covering a wide geographical area, a full driving license is required with access to a vehicle.

Application information

Closing date: Ongoing

Please complete an Application Form which can be found on our website at:
<http://bhchildrenscentre.org.uk/job-board/>.

Email documents to: brentry@bhchildrenscentre.org.uk.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

Deadline for applications: Ongoing

Interview date: To be confirmed

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.