

## Kent County Council

### Job Description: [Early Help Support Worker \(Open Access\)](#)

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<b>Directorate:</b>	Education and Young People's Services
<b>Unit/Section:</b>	Dover
<b>Grade:</b>	KR4
<b>Responsible to:</b>	Senior Early Help Worker (Open Access)

#### **Purpose of the Job:**

Responsible for supporting improvements in outcomes for children and/or young people through leading the delivery of play/leisure and learning opportunities across Early Help open access centres, individual family homes, other community settings and outreach locations.

Support the delivery of Early Help services in collaboration with district Early Help colleagues and other partners to ensure that children and families are engaged with Early Help services where appropriate, and that services are delivered in line with statutory requirements.

#### **Main duties and responsibilities:**

1. Deliver, and support the planning of, high quality stimulating play and leisure services and opportunities that enable choice and supports children and young people to reach their full potential. Carry out evaluations as required.
2. Provide a safe, caring, welcoming and stimulating environment for children, young people and families including the maintenance of play equipment and materials through risk assessments at relevant Early Help delivery points.
3. Actively support families to utilise open access services, particularly those target groups identified as being at risk of poorer outcomes, and ensure attendance is sustained and appropriately recorded.
4. Provide Early Help support to families needing an enhanced level of service and escalating any concerns in line with policies, procedures and practices that are in place.
5. Assist in establishing and facilitating parent and user led groups and activities which promote the further development of children and young people.
6. Record and systematically monitor the progress of children and young people through the use of a variety of informed observations and other methods, using this information to improve practice and provision, and enabling children and young people reach their full potential. Maintain all records to a high and consistent

standard, in line with Policy.

7. Work with and support colleagues in enhancing children's education and social development with special attention being paid to fostering positive behaviour.
8. Provide support as required to Early Help colleagues to ensure a comprehensive and flexible welcoming service for staff, partners and visitors across Early Help services.
9. The postholder will be expected to work flexibly within a specific geographical area and across the 0-25 age range, including evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Early Help Support Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Equivalent to Level 3 Diploma in Childcare (Early Years Educator), Health or Social care, Youth Work or equivalent; or evidence of relevant experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of childcare, crèche work, youth and community work in a voluntary, private or public setting</li> <li>• Experience of planning and delivering high quality programmes of play and informal education</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> <li>• Ability to engage and involve children, young people and their families</li> <li>• Able to work using own initiative and manage own time</li> <li>• Ability to deliver a wide range of activities and group work appropriate for children of age and ability</li> <li>• Good organisational skills</li> <li>• Observation and planning skills</li> <li>• Excellent communication skills</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Early Years Foundation Stage and its outcomes</li> <li>• Knowledge of key theories and developments around child and adolescent learning and development</li> <li>• Knowledge of relevant Inspection Frameworks</li> <li>• Knowledge of health and safety requirements in relation to provision of children's services</li> <li>• Knowledge of safeguarding policies and procedures</li> <li>• Awareness of Early Help agenda and services currently offered in Children's Centres/Schools and Youth Service provision</li> <li>• Knowledge of Data Protection and confidentiality issues</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>

