

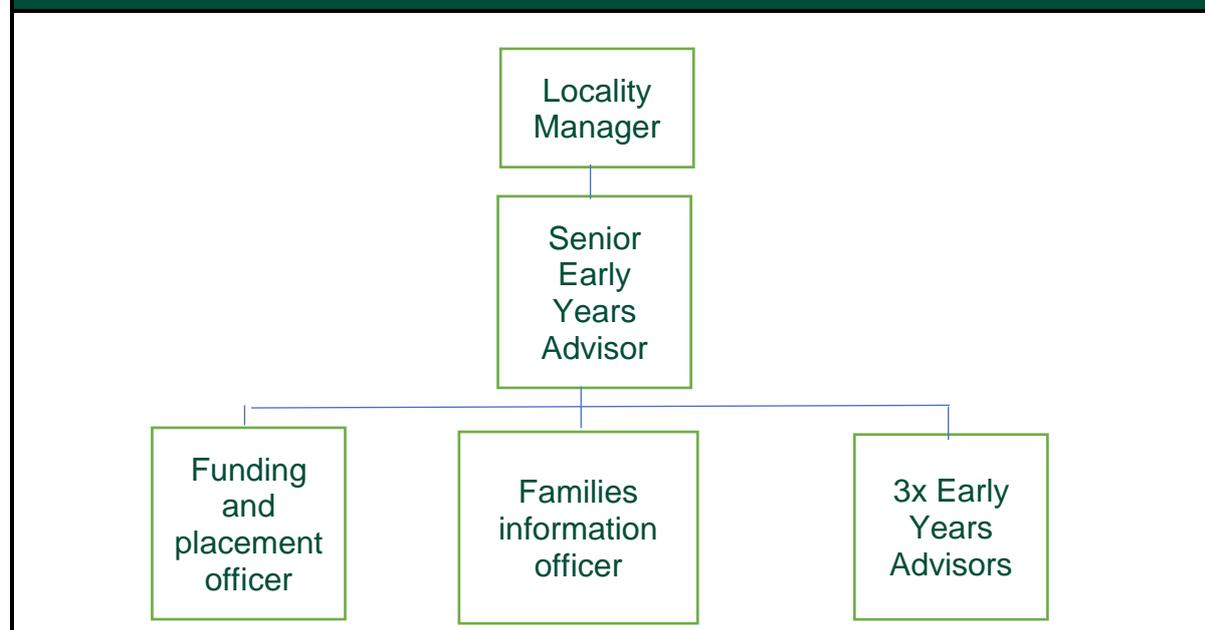
## FAMILY SUPPORT

### JOB DESCRIPTION

<b>Job Title</b>	Senior Early Years Advisor
<b>Section or Service</b>	Family Support
<b>Locality</b>	North / Central / South
<b>Grade</b>	PO5 £44,373- 47,274

<b>Responsible to:</b>	Locality Manager
<b>Employees directly supervised (if applicable):</b>	5

#### Family Tree:



### 1. JOB PURPOSE:

Family Support was established by Hammersmith and Fulham Council in April 2018 as a Local Authority Trading Company with the mission of supporting local families to give their children the best start in life.

Family Support is a collaborative and community-focused service providing proactive, integrated and innovative preventative support to families most in need. The Family Support Service will aim to have a positive long-term impact on families' futures, reducing demand for statutory care services, and operating as a financially sustainable organisation.

We believe that fostering loving and caring relationships between a child and their care givers during early life is the key determinant to maximising their chances of

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good physical, mental and emotional health as well as fulfilling their potential. These relationships are fundamental to the healthy development of a child's brain and providing the right environment will help children build a healthy 'brain architecture' and the foundations for success in life.

We know that the value of supportive relationships to the development of a healthy brain architecture extends into early adulthood.

We understand that all adults around a child have a role to play in promoting healthy brain / mental development; this includes parents, guardians and neighbours but also extends to our own practitioners.

We also appreciate that, family life is 'messy'; family circumstances are often complicated, and the challenges families face puts pressure on their time and energy. Parents generally welcome support that helps them also prioritise behaviour that benefits their children. But they want to experience a coherent and cohesive offer of support that doesn't involve multiple, separate interactions with different people.

The organisation will operate out of three 'localities' covering different geographical areas of the borough (North, Central and South), with sets of multidisciplinary teams that provide support to vulnerable families in partnership with practitioners from other agencies as required.

We are seeking an experienced individual who will lead the work of transforming our Early Years team and developing new services and support for the sector. They will work directly with vulnerable families and with early years providers to develop quality early years services that are coordinated around families and meet local needs. A clear focus on raising quality standards, Improving the take up of free childcare and funding and supporting the workforce development of the sector

The individual will also contribute to the development of practices relating to early years support, collaborating with other practitioners to build and maintain this.

Consequently, the post holder will need to have solid knowledge and experience of working with vulnerable families and children, and a full understanding of the current challenges facing the childcare sector alongside significant management experience

### **2. DESCRIPTION OF DUTIES:**

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#### **Leadership within the team**

The post holder will have any direct responsibilities / accountabilities for managing the team of Early years advisers, Early Years and Family Information Service Officer and Early Years Funding and Placements Officer. They will be expected to model the values, behaviours, and practices of the organisation and act as an example to colleagues.

They will have a leadership role in coordinating providers and upholding quality standards for childcare within their locality alongside a clear remit to increase the take up of free childcare across the borough for those families eligible

#### **Contribution to a practice**

Contribute to practices that support early years development across the whole of the organisation. This entails working collaborating with colleagues to build up and maintain a set of resources and network of experts that colleagues across the organisation can draw upon for advice and guidance when supporting families.

Alongside practice development they will be expected to share their knowledge and experience with all colleagues across the organisation, as part of their day-to-day work.

#### **Front-line service delivery**

To work closely with local providers to further develop and maintain a quality local early years support offer. This includes, but is not limited to the following:

- To lead on the monitoring of accurate assessment processes throughout EYs sector to ensure all children's needs are being met accordingly
- To contribute to the development and implementation of a performance risk register to ensure risks are identified and measures put in place to address areas of concern regarding the EYFS Assessment requirements, Integrated Review (including the Progress check at age 2), transition arrangements and SEND Code of Practice
- Offer professional support to childminder networks, childminders, managers and other practitioners in maintained, private, voluntary and independent settings in developing and delivering quality provision
- Develop a traded offer for the sector to support training, audit, Inspection support and advice
- Work with providers to support children with SEN and ensure that the SEN code of practice is followed
- Uphold quality care standards by providing support, advice and guidance to providers, identifying and resolving issues in provision
- Work with providers with 'inadequate' Office for Standards in Education inspections assisting them in developing and carrying through with action plans, which will lead to improved outcomes and service delivery
- To develop and lead appropriate, innovative projects within specific sectors of provision, which will lead to improved outcomes for children in line with Every Child Matters objective

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- To assist providers in the identification of funding opportunities and the completion of funding applications to assist in sustainability of provision.
- To support work with owners, managers, staff and childminders in a variety of Early Years settings in working towards Quality Assurance guidelines

### **Knowledge/Skills/Qualifications/Experience –**

- To have experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.
- Ability to adapt quickly and work within a fast paced environment
- A good understanding of child development and the needs of children
- experience of consistent achievement as manager and practitioner in one of the service areas. practise
- Experience of involvement in a significant programme of change which had major impact on staff and processes.
- Experience of delivering best value whilst promoting equal opportunities
- Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies
- Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.
- Experience of effective budget management and accountability for strict monitoring of resources.

Potentially act as the lead professional in certain instances. Support can take place in the family home, in the children's centres and in the local community, and at any time during the week, according to the needs of the family.

The support can include, but is not restricted to, families who:

- Have no family network or have newly moved into the area, including families who have no recourse to public funds
- Find themselves in unexpected circumstances such as bereavement, family illness or family separation
- Face family crises, such as food poverty, financial or housing problems
- Have a mother who is suffering from post-natal depression or low mood, or where there is poor or disorganised attachment
- Have a child or parent with a disability or special educational need, or mental health need
- Have young parent, lone parent or father who is deemed vulnerable
- Have a domestic violence, drug or alcohol abuse issue and/or other significant / serious issues affecting children's lives
- Need support or guidance in parenting, dealing with children's challenging behaviour or coping with family life

To work to the highest possible quality standards of service always in accordance with Family Support policies and procedures. This includes but is not restricted to:

- Following good practice guidelines for working with vulnerable children and families in a safe and professional manner

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- Ensuring that all support given to the mother, father or carer always keeps the needs of the child/children at the centre of the support
- Working in genuine partnership with families to empower them to make positive changes and develop strategies for improving their current situation and tackling difficulties appropriately in the future

### **Contribute to wider leadership of the organisation**

Family Support aims empower its staff be creative in finding the right support for families and children. The post holder is expected to act with a high degree of autonomy and foster a culture which promotes this amongst the wider workforce.

The post holder may be called on occasionally by the Senior Management Team to provide specific contributions that support leadership of the organisation.

**The above list is not exhaustive, and the Senior Early Years Advisor will be expected to work flexibly to meet all additional activities commensurate with the role.**

In addition to the duties above, the post holder also has the following corporate responsibilities

### **Civil and Other Emergencies**

To support the Family Support's role in planning for and responding to civil and Family Support emergencies using skills/expertise of the post holder, and in accordance with Family Support emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

### **Information Management**

To comply with information rights legislation and the Family Support's data quality standards by applying information management related policies.

To report instances of non-compliance, errors, omissions or inadequacies in procedures to the business unit manager.

### **Equal Opportunities**

To know and adhere to the Family Support's equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

### **Health and Safety**

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.

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To co-operate with the Family Support insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

### **Safeguarding**

To be aware of and work in accordance with the Family Support's Safeguarding policies and procedures to safeguard and promote the welfare of children and adults and to raise any concerns relating to such procedures which may be noted during duty.

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**I agree to the above job description**

**Post Holder**.....

**Date**.....

**Line Manager**

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**Date**.....

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