



Practitioner - Children’s Centres

JE Code: 1344

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Children and Families |
| **Reports to:** | Centre Lead |
| **Job Family:** | Care and Welfare |
| **Grade:** | E |
| **Political restricted:** | N |
| **Date:** | October 2022 |

**Key Deliverables**

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| **1.** | Promote and deliver a range of activities to support the Early Years Foundation Stage (EYFS), providing positive child centred learning opportunities and, in particular, plan and deliver a range of universal and targeted Stay and Play sessions to support children and families accessing the EYFS leading to school readiness. |
| **2.** | Support parents of children under 5 years old to increase knowledge of their child’s development and potential, enable them to gain confidence in their role as a parent and to build better family relationships by applying professional expertise, parenting support and best practice, through one-to-one sessions and outreach sessions. |
| **3.** | Contribute to the promotion and delivery of outreach services targeting families who find it difficult to access provision. |
| **4.** | Contribute to the increase of local community involvement in children’s centre services through developing the capacity of local people, volunteers, community organisations, ensuring that community involvement is at the centre of the programme. |
| **5.** | Where appropriate, ensure progressive communications with partner agencies thereby contributing to a positive multi-agency approach as a lead professional, meeting the needs of the children and families as part of Early Help and as Lead Professionals, completing assessments and care plans as appropriate. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Early education or childcare related qualification. |
| **2.** | Five GCSE passes A – C or equivalent, including English and Maths. |
| **3.** | Practical knowledge of a range of early childhood services available to support parents e.g., childcare, education, health and employment support. |
| **4.** | Ability to co-ordinate and manage a demanding workload in order to meet service requirements. |
| **5.** | A comprehensive knowledge and skills around early childhood education, child development and parent support, and more specific knowledge around the impact of safeguarding issues on children’s development and well-being. |
| **5.** | ICT skills – able to use Microsoft Office and apply information. |





Job Family

Care & Welfare

Grade E

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

# Care and Welfare family jobs have as their primary responsibility, the vulnerable members of our community who depend upon the Council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

### Role characteristics

At this level job holders provide front-line advice and assistance to vulnerable clients in a variety of settings, assessing their health, welfare and personal development needs on an ongoing basis. They also devise and deliver activities, personal care and diagnostic assessments in the context of wider team responsibilities.

Job holders will work within strict procedural guidelines to ensure the health and welfare of vulnerable clients and the optimum delivery of Council services. A great deal of post holders’ working time will be spent interacting with individuals as part of a wider care team.

### The knowledge and skills required

The type of skills and knowledge required for these roles will come from a combination of experience in front-line public service jobs and focused formal training and education. Specific sector qualifications may well be a requirement for some roles, but even when this is not the case, job holders will need knowledge of appropriate communication skills and techniques to effectively interact with those in their care.

Many roles at this level will engage with others in assisting with physical tasks requiring greater than normal manual dexterity. This might include cooking, artwork or other domestic and vocational activities.

### Thinking, planning and communication

Working with vulnerable children and adults presents a number of challenges including the need to swiftly and accurately assess their situation, understand their immediate welfare needs, and identify appropriate responses. A range of problems will present themselves, demanding of an equally wide range of solutions, although these will be drawn from established practice and operational guidelines.

Assessing the immediate needs of others and devising appropriate responses is a central element of roles. Solutions to day-to-day problems come generally from established practice and guidelines but job holders will also need to be creative in their approach to engaging with those in their care.

Effective communication is at the heart of these roles. Listening to others, assessing their basic needs and working with them to achieve agreed outcomes is central to ensuring their wellbeing. Not all individuals will be able to express themselves eloquently, and others will need straightforward messages couched in accessible terms.

**Decision making and innovation**

Responding to day-to-day issues and individual needs will see job holders use their initiative to deliver optimum outcomes for those under their care. Although operating under clear general rules and guidelines, there will be a need to make personal judgements in relation to unexpected issues which will inevitably arise.

With the health, safety and welfare of vulnerable individuals of prime importance, it will be necessary for job holders to work within well established guidelines to ensure consistency across the team and service. Within these boundaries, job holders will regularly make minor day to day decisions in relation to such things as daily working priorities, choice of client activities or other practical matters.

### Areas of responsibility

Job holders are responsible for the accurate and timely assessment of service user needs and the identification and delivery of appropriate care and welfare solutions under a variety of circumstances over more than a day-to-day timescale.

The prime responsibility for job holders will be to ensure the welfare of the individuals and family groups they serve. They will be in the front-line of the Council’s response to service users’ needs and will carry out tasks or duties which have a direct impact on them.

Other than assisting new colleagues in their induction by demonstrating duties, job holders at this level will not be expected to supervise or manage others.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

### Impacts and demands

With the emphasis on working with others in a variety of settings, these roles will often see job holders either on their feet or engaged in activities requiring some ongoing physical effort.

Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience the pressures of deadlines and conflicting demands.

With constant exposure to vulnerable children and/or adults, it is inevitable that many of the working relationships which are central to the role will see job holders needing to exert greater than normal emotional resilience.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.