

## Job Description

**Post:** Outreach

**Reports to:** Executive Manager

### Primary Objectives:

Dame Vera Lynn Children's Charity is seeking an Outreach worker for its Centre in West Sussex. We are looking someone with a Level 3 Early Years qualification and 3+ years' experience in working with very young children (under the age of 5 years of age) with Cerebral Palsy and other motor learning disorders.

Extending our early intervention service, working in conjunction with the Executive Manager, Outreach Worker, Conductor, Physiotherapist, and Trustees. This will provide you with excellent opportunities for developing your knowledge and for playing a significant role in developing our service. You will deliver an Outreach programme with a range of parent support services, as well as support the Conductive Education sessions inspired by the work of the Peto Institute in Hungary to children with cerebral palsy or similar motor disorders. Using the Portage principles, to make learning achievable. You will support families in their home with parenting issues such as behaviour, early years development, benefits and general support alongside supporting the Conductor(s) to create a learning environment that is appropriate, stimulating and addressing all areas of the child's learning whilst focusing on developing each child's functional skills. This will also involve providing support in other Childcare settings such as nurseries, to ensure the inclusion of the children, as well as helping with their transition to full time school. This may also involve offering services at other locations such as Children and Family Centre's, village halls etc. Safeguarding and the welfare of children are paramount to this role. You will also work with and give specialised support and advice to carers and families and provide ongoing pastoral support. You will be a vital part of the overall Fundraising team, engaging with a range of stakeholders to advertise the service within the community as well as helping to ensure that our services and families take the lead in all of our marketing and communications.

### Key Tasks and Main Duties:

- Working with the Executive Manager to develop a comprehensive package of support for families.
- Implementing a home visiting service for current families using the Charity as well as helping to expand the current numbers of families attending.
- Work with the Conductor(s) support families during their Conductive sessions.
- Work in conjunction with the Executive Manager, Trustees and our families to plan and develop new support services for our families that might include sessions at other locations such as Children & Family Centres, village halls etc, gym clubs, respite care, holiday and Saturday clubs and nursery provision.
- Be prepared to undertake when asked Conductive Education training and other professional development as required.
- Assist with session planning, organisation, set-up prior to each session, recording of observations and clearing away at the end of a session e.g. messy or sensory play.
- Creating resources as directed by Executive Manager or Conductor(s) e.g. play dough, song sheets etc.
- Plan and deliver crèche provision for siblings of children attending session as and when required.

- Support with the delivery of other sessions as necessary such as sensory play, music therapy and other services in other locations as directed by the Executive Manager.
- Use a bespoke outcome measurement tool to evaluate children's progress and learning in order to inform planning and identify individual needs as well as measurement against impact benefits
- Carry out detailed observations on the children
- Plan for appropriate learning environments
- Ensure that the physical environment is maintained to high standards of safety, hygiene and presentation
- Build and foster strong relationships and excellent communication with parents and guardians providing on-going pastoral support
- Maintain excellent standards of physical and emotional care
- Hands on involvement in all fundraising activities, including participating in 3<sup>rd</sup> party fundraising events for the Charity when required.
- To assist in the preparation work for audits and inspections
- To adhere to all procedures as stated in the staff handbooks.
- This post includes 30 days of holiday per year (pro rata) plus UK national and bank holidays and can be done flexibly.

### You Should Have Proven Experience:

- At least a NVQ Level 3 in childcare.
- Experience of working in Early Years and working with the whole family.
- A good knowledge of childcare settings and helping a child/family integrate with the setting.
- A sound understanding of current guidelines on inclusion.
- A high standard of written and spoken English.
- A lively and enthusiastic style.
- A commitment to the benefits of Conductive Education, a vision for how that can help families in their own homes and in the world today.
- Experience in support families in their own home.
- Excellent knowledge parenting support programmes such as Solihull, Parenting Puzzle or Triple P.
- Experience in running a small crèche.
- Excellent relationships with local childcare settings
- Excellent organisational skills.
- Desire to join an existing team and help where needed.
- Flexible with your approach to working hours (able to accommodate the Charity's service needs)
- An Excellent understanding of the need to report and record safeguarding issues.
- Able to demonstrate the need for confidentiality and privacy
- Reliable and trustworthy with a good sense of humour

**Salary:** £24,000 - £25,000 (Full-Time salary, and based upon experience)

This Job Description cannot be considered to be exhaustive and other duties not included above may arise. On the understanding that such duties are commensurate with the purpose of the job and have been identified as such by the postholder's line manager and advised to the postholder, then such additional duties shall form part of the requirement of this post.

Line Manager.....

Date.....

Postholder.....

Date.....

<b>Essential</b>	<b>Desirable</b>	<b>Assessed By</b>
Working experience of supporting families in the community		Application/Interview
Working experience of supporting physically disabled children and knowledge of Conductive Education		Application/Interview
Detailed knowledge and experience of Early Years Foundation Stage Curriculum		Application/Interview
Experience of working within Early Years setting		Application/Interview
Ability to provide clear and concise reports and project risk assessments		Application/Interview
Appropriate educational background		Application + Proof of Qualification
An ability to communicate confidently and effectively with a diverse range of people		Application/Interview
High standard of spoken and written English		Application/Interview
Computer skills (word processing, spreadsheets, database)		Application
Self motivated and proactive		Application/Interview
Sociable and outgoing with good interpersonal skills		Interview
Persuasive and influential		Interview
Ability to work on own initiative and as part of a team		Interview
Ability to remain calm and collected under pressure		Interview
Flexibility and willingness to work outside of normal office hours as the job demands		Interview
Car driver/owner		Application
Strong motivation to work for DVLCC		Application/Interview