

## **JOB ROLE PROFILE AND PERSON SPECIFICATION**

Post Title: **Early Intervention Worker**

Present Grade: **Scale 4 to 5, dependent on experience**

Reports to (title): **Deputy Children's Centre Manager**

Employed by: **Children's Centre Employer (A Maintained Enfield School Governing Body)**

### **Purpose of the Role:**

As part of a Children's Centre Hub Team, provide high level quality play and communication activities at Enfield children's centres to:

- support the development of communication, language and literacy skills in children aged 0 – 4 years
- increase the proportion of children having expected levels of communication, language and literacy at the end of the Foundation Stage
- Data entry of user activities and outcomes of Worker-lead events, in accordance with administrative procedures and requirements of the Centre.
- help deliver services in line to achieve the Government's Core Purpose for Children's Centres, to improve outcomes for young children and their families and reduce inequalities between families in greatest need and their peers in:
  - Child development and school readiness
  - Parenting aspirations and parenting skills
  - Child and family health and life chances.

The post holder will be required to be available to carry out daily remote working at any of the children's centre settings including satellite and community sites.

### **Key Accountabilities:**

#### **Delivery of Communication-focused Play and Stay Services to Families with Young Children**

- Deliver on-the-ground play and stay and play services for young children and their families in line with an emphasis on play and communication, fitting the design, content and objective of Enfield's 12 week Play and Communication curriculum.
- To promote the development of early communication skills under the supervision of a Centre Management and support and advice from a qualified speech and language therapist
- Once trained, to deliver the "Talk ACTivity" programme
- Once trained, to deliver the "Let's Play" programme
- Once trained, to deliver the First Time Parents programme, including Baby Massage.
- Carry out a play and communication profile for every new child accessing the service.
- To assist in the early identification of children experiencing difficulties with play, language and communication development, through home visits and participation in groups
- To promote the development of children's play, language and communication through direct work and partnership with parents/carers and children.
- To assist in reducing the number of children with speech, language and communication difficulties who require specialist intervention in line with children's centre targets.
- Assist with reception and telephone enquiries as required.

- To give general support and assistance to user enquiries as required.
- To work in a multi-disciplinary model of service delivery
- To participate in the development of assessments with other health professionals.
- To work within the agreed child protection procedures
- To adapt practice to meet individual client circumstances including due regard for cultural and linguistic differences.
- To be aware of the child's individual circumstances and adapt appropriately.
- To demonstrate skills with handling clients with disabilities.
- To manage and prioritise own workload.
- To develop the ability to reflect on auditory, visual and kinaesthetic aspects of clients' communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness.
- To develop the ability to reflect on practice with peers/clinical supervisor.
- To maintain and organise a range of resources suitable for children's ages, interests and abilities

From time to time, you will be required to work unsupervised.

#### **Recording of User Registration and Activity Data and Outcomes**

- To maintain up to date and accurate records of contact with parents, carers and children in line with Children's Centre standards.
- To collect data required for monitoring and evaluation purposes.
- To share information with others, observing data protection guidelines
- To undertake duties in compliance with the Early Intervention administrative systems.
- To comply with the principles outlined in all IT system policy documentation and School and Enfield Council computer security policies

#### **Individual Education and Development**

- Assurance of professional knowledge as evidenced by attendance at relevant specialist courses and demonstration of the use of techniques learned.
- To identify personal/professional development evidenced by Personal Development Plan/Professional portfolio developed within an appraisal framework.
- To participate in Individual Performance Review and clinical supervision ensuring that the objectives set reflect the Service.
- Evidence of attendance at courses in order to develop skills and knowledge required of a Early Intervention Worker (Communication).
- To participate in the development and delivery of informal training to others with support.
- To develop the ability to reflect on and evaluate training provided.
- To attend relevant meetings and special interest groups

To undertake any other reasonable duties commensurate with the grading of the post

#### **Scale 5 duties**

- Once trained, to deliver a variety of sessions to support and promote the development of the child.
- Once trained, to deliver sessions and workshops to parents and carers to support their child's development.
- Once trained, to deliver the First Time Parents programme, including Baby Massage.
- To be able to work unsupervised.

