Job Description

Date       July 2015
Post Title Language and Play / Parenting Support Officers
Post No.   LEICY10011
Grade      Scp 13-17
Section    Community Learning and Libraries
Service Area Continuing Learning and Leisure
Service Grouping Lifelong Learning and Leisure
Responsible To Parenting Manager and Transition/LAP Manager

Job Purpose

To support parents and children entering and attending Flying Start Language and Play LAP/Parenting programmes within key areas of the City, in particular by facilitating equality of access for minority ethnic families within the appropriate family learning programmes and developing and fostering a close relationship and co-operation between delivery staff, settings, parents and the community.

Key Results Areas

1. Encourage and support parents’ attendance at LAP/Parenting programmes, by supporting them to overcome language barriers, where this would benefit their child’s future development and education.
2. Support the LAP Support worker/Family Intervention Delivery Officer in delivering the key aspects of the programme to parents and children, including establishing and facilitating group work.
3. Support home visits and encourage parents to maintain their involvement in their child’s development outside of the LAP/parenting programme, maintaining and developing links between the programme, settings and home.
4. Support the development of appropriate practical activities and learning resources for use in the delivery of LAP/parenting.
5. Liaise with local community groups and other agencies to encourage participation from parents in Flying Start and LAP/parenting programmes.
6. Any other reasonable duties that the Parenting/LAP Manager deems necessary.

Qualifications and Experience

To have an early years qualification at NVQ level 2 or be willing to complete within a given timescale or relevant experience that supports the skills and abilities required for the post.

Experience of working with children of 9mths-24mths
To complete identified parenting/LAP programmes within a given timescale

Supervisory Responsibilities

None
Supervision Received

The post holder is responsible to the Parenting/LAP Manager and will work under the supervision of the Language and Play Support Worker or FIDO during the programme delivery.

Principal Contacts

Parents  
Children  
Settings  
Delivery Teamr

Special Conditions

Criminal Records Bureau Disclosures

This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
Job Requirement

Date July 2015
Post Title Language and Play Parenting Support Officers
Service Area Continuing Learning and Leisure

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 To have Early Years qualification at NVQ level 2 or be willing to work towards within a given timescale or relevant experience that supports the skills and abilities required for the post</td>
<td>E</td>
<td>Application Form (S)/ Interview</td>
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<tr>
<td>1.2 Knowledge of early years development</td>
<td>E</td>
<td>Application Form (S)/ Interview</td>
</tr>
<tr>
<td>1.3 Knowledge and understanding of equalities issues in relation to parents and children</td>
<td>E</td>
<td>Application Form (S)/ Interview</td>
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</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
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<th>How Tested (S) used at Shortlisting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Experience of working in a minority ethnic community setting.</td>
<td>D</td>
<td>Application Form (S)/ Interview</td>
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<tr>
<td>2.2 Experience of working with parents.</td>
<td>E</td>
<td>Application Form (S)/ Interview</td>
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<tr>
<td>2.3 Experience of working with community groups.</td>
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<td>Application Form (S)/ Interview</td>
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<tr>
<td>2.4 Experience of working with children of 9mths- 3years.</td>
<td>E</td>
<td>Application Form (S)/ Interview</td>
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<tr>
<td>2.5 Experience of delivering parenting support</td>
<td>D</td>
<td>Application Form /Interview</td>
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**Aptitudes and Skills**

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<thead>
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<tbody>
<tr>
<td>3.1 Ability to communicate ideas and issues effectively to a wide range of individuals and groups</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>3.2 Ability to provide practical and innovative solutions to the management of complicated and sensitive issues.</td>
<td>E</td>
<td>Interview</td>
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### Personal Attributes

| 4.1 | Ability to deal calmly with different situations as they arise. | E | Application Form (S)/ Interview |
| 4.2 | Develop good relationships with children, parents and other professionals. | E | Application Form (S)/ Interview |
| 4.3 | Understand and respect the principles of confidentiality | E | Interview |

### Circumstances

| 5.1 | To work outside normal school hours as appropriate. | D | Interview |
| 5.2 | Ability to be able to travel to venues across Newport as part of the role | E | Interview |
| 5.3 | Flexible approach to work | D | Interview |

### Equal Opportunities

| 6.1 | Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council | E | Interview |