

JOB DESCRIPTION

JOB TITLE:	Early Education Entitlements (EEE) Community/Outreach Officer	JOB NO:	
GRADE:	GR4	DIVISION:	Children and Families
NO OF POSTS:	1	SECTION:	Early Years and Childcare

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/~~NO~~

1. JOB PURPOSE

- 1.1. To support the take-up of Early Years Entitlements and Services by families considered hard to reach or at risk of exclusion in areas and communities identified as key priority for improving the take up of early education.
- 1.2. To effectively work in partnership with all key stakeholders to improve the awareness and take-up of Early Years Entitlements and Services by families considered hard to reach or at risk of exclusion.

2. DUTIES AND RESPONSIBILITIES

- 2.1. To undertake robust research to understand the barriers to families accessing Early Years Entitlements and Services and to identify and support the delivery of solutions to those barriers where take-up is low.
- 2.2. To develop and deliver a range of activities aimed at engaging families who may be considered hard to reach or at risk of exclusion to raise awareness and promote the benefits of accessing Early Years Entitlements and Services.
- 2.3. To work in partnership with all key agencies such as Children's Centre's, Family Hubs, Health, Family Support, Childcare providers, Community Groups to improve the awareness and take-up of Early Years Entitlements and Services of families who may be considered hard to reach or at risk of exclusion.
- 2.4. To ensure appropriate advice and support is given to parents and carers, childcare providers, service colleagues and other partners to guarantee adequate understanding of the procedures for accessing Early Years Entitlements and Services.
- 2.5. To work in partnership with all key agencies such as Children's Centre's, Family Hubs, Health, Family Support, Childcare providers, Community Groups to support families who may be considered hard to reach or at risk of exclusion to access Early Years Entitlements and Services.

- 2.6. To contribute to service development and the production of effective and appropriate reports for key stakeholders internally and externally.
- 2.7. Knowledge and awareness of Early Years resources available within city wide districts to support the effective signposting of parents and families.
- 2.8. To make recommendations for policy and strategy development with regard to Early Years Entitlements and Services in line with Government requirements.
- 2.9. To identify and develop new processes and procedures where appropriate and in response to needs, to ensure a service infrastructure that is effective and efficient.
- 2.10. To ensure the production of regular, accurate and timely reports to contribute to performance management information requirements in respect of Early Years Entitlements and Services.
- 2.11. To contribute to needs analyses, value for money exercises, service reviews and ongoing business planning and review.
- 2.12. To be accountable for maintaining and improving individual practice and performance in line with professional developmental targets as agreed with line manager through supervision.
- 2.13. To participate in regular supervision, My Appraisal Reviews, team meetings and service review / development meetings as required.
- 2.14. To work to the agreed quality standard for the service.
- 2.15. To promote equality of opportunity, diversity, and inclusion in the service area.
- 2.16. To use all recording systems as procedures require.
- 2.17. To ensure compliance with legal, regulatory and ethical requirements such as general data protection regulations.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. SUPERVISION RECEIVED

3.1. SUPERVISING OFFICER JOB TITLE: Early Education and Sufficiency Manager
 JOB NO:

3.2. LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor.~~
2. Left to work within established guidelines subject to scrutiny by supervisor.
- ~~3. Plan own work to ensure the meeting of defined objectives.~~

4. **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
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*Use 1,2 or 3 as in 3.2

5. SPECIAL CONDITIONS

None

Name: Kevin Caulfield

Signature:

Date: 16 May 2024

	the benefits of diversity and build active commitment to ensure equality of opportunity.	AF, I
Training	Willingness to undertake relevant training in order to comply with the requirements of the post.	AF , I
Other		

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Name: Kevin Caulfield
Name:

Signature:
Signature:

Date: 24 May 2024
Reviewed Date: