

**Job Title: Family Group Leader**

**Hours of work: 4 hours per week**

**Salary: £21,575 pro-rata (£11.18 hourly rate)**

**Employer: Home-Start Hertfordshire, 5 Bedwell Park, Stevenage, Herts SG1 1NB**

**Responsible to: Service Delivery Manager**

### **Purpose of the Job**

- To set up, and deliver a family group for parents and their children
- To maintain high standards of practice in supporting families within the Home-Start model
- To ensure equality of opportunity, fairness and diversity in all aspects of your work.
- Implement good safeguarding practice in all areas of work

## **Main Responsibilities**

### **Delivery of a Family Group**

- To plan and deliver stimulating activities for children spanning a range of ages and abilities to promote their development
- To ensure that the family group is a safe environment for adults and children, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times
- To prepare the play area before the arrival of the families and to clear away all equipment at the end of the session
- To provide a positive role model for parents, with regard to behaviour management, interaction and involvement in play
- To offer support to parents individually within the group, and to encourage them to enjoy the positive aspects of parenting and family life
- To work with the other Family Group Leaders for the planning, preparation and implementation of events
- To attend supervision with your line manager regularly
- To attend in-service training and meetings as required
- To carry out any other duties as required to ensure the success of the Family Group
- To maintain an attendance register and accident and incident book
- To use the database to maintain family records

## The post holder Person Specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Family Group Leader

This form also indicates how the different requirements may be assessed during the selection process: A = Application Form, I = Interview, E = Exercise

<b>Person Specification – Family Group Leader</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	<b>A</b>	<b>I</b>	<b>E</b>
<b>Education and qualifications</b>			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
<b>Employment History</b>			
Relevant experience of working with families - previous/current employment or voluntary work	✓	✓	
<b>Managing a family group</b>			
Ability to plan family group activities that assist the development of children			✓
Ability to deliver family group activities and engage with parents positively		✓	✓
<b>Supporting families</b>			
Understanding of the needs of families with young children	✓	✓	
Parenting experience	✓	✓	
Knowledge of safeguarding responsibilities	✓	✓	
<b>Managing Self and Others</b>			
Ability to work independently and on own initiative	✓	✓	
Ability to co-ordinate volunteers who assist at group	✓	✓	
<b>Working in partnership and in the wider context</b>			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
<b>Personal attributes</b>			
Interpersonal skills		✓	
A positive and creative approach to tackling tasks			✓
Commitment to good safeguarding practice	✓	✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality		✓	
Good written and verbal communication skills	✓	✓	✓
IT literacy adequate to maintain electronic records	✓	✓	
<b>Special requirements</b>			
Eligibility to work in the UK	✓		
A full driving license and use of their own car	✓		
<b>DESIRABLE</b>			
Relevant professional training e.g Early Years Practitioner	✓		
Experience of work in the voluntary sector	✓		