

### **Job Profile Information: *Early Years Family Co-ordinator***

**This supplementary information for *Early Years Family Co-ordinator* is for guidance for Job Level 3 Zone 2**

#### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

- To jointly plan, develop and manage a highly engaging, flexible and impactful Early Years programme to meet local and national priorities
- Liaise and maintain high levels of communication with Camden EYFS providers and Libraries and be the first point of contact to ensure problems are dealt with as effectively as possible.
- To reach families whose children are at risk of underachievement priority groups and run programmes in appropriate venues.
- To work alongside the FL manager to reach performance targets including recruitment of propriety learner groups; delivery in priority locations; safeguarding learners recruitment, attendance and achievement; quality of delivery; number of taught hours; learner outcomes and progression
- To ensure sessional tutors have the support, resources and equipment to deliver current, high quality and engaging courses in settings that meet health and safety and safeguarding requirements.
- To ensure learners receive thorough and impartial information and advice to enable them to make informed choices about their current learning and future plans.
- Ensure equipment and resources are adequate to run planned timetabled EYFS courses successfully
- Advise on and manage resources and setting up of new equipment for Early Years provision
- Advise on feasibility of setting up Early Years courses in new centres
- Teach family learning/childcare classes (O.3 indicative)

**Example outcomes or objectives that this role will deliver:**

- High levels of learner, tutor and delivery partner satisfaction within the Early Years infrastructure
  - Delivery of Childcare and Early years programmes and courses that are current and which engage and excite learners
  - Early Years resources are maximised in support of parental inclusion
  - An Early Years programme that effectively reaches priority groups and achieves high levels of learner and partner satisfaction
- High standard of teaching that meets the required quality criteria

**People Management Responsibilities:**

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Early Years sessional tutors

**4 Sessional tutors.**

**Relationships;**

- Head of ACL Service
- Deputy Head of Service
- Early Years Sessional tutors
- Managers and family liaison staff in local EYFS settings and Libraries
- Service marketing lead
- Senior managers within the Service
- ACL Crèche manager
- Heads of primary Schools.
- Corporate IT Team

This post reports to the programme Manager, Family Learning

This post will work closely with community and learning centre managers and tutors

This post will work closely with the Crèche Co-ordinator

**Work Environment:**

- The ACL team is based in 5 Pancras Square
- The post holder will be expected to spend part of the working week out in the EYFS settings across Camden including Libraries where courses/workshops are being delivered.
- The post holder will occasionally be required to work weekends and evenings.
- The post holder will be able to request to work from home as appropriate
- The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

**Technical Knowledge and Experience:****Essential:**

- Full Level 5 adult teaching qualification (such as DTLLS or its equivalent)
- Level 2 Literacy and Numeracy
- Verifying accredited courses/units to support employability
- Knowledge of Early Years including parenting and child development at level 4 or above
- Experience of co-ordinating family learning programmes in the Early Years
- Experience of developing and working in partnership with the Early Years and libraries service
- Experience of working with families from diverse backgrounds reflecting the population of Camden

**Desirable:**

- Qualification in teaching basic skills / ESOL
- Childcare teaching experience

**Knowledge:**

- Approaches to adult learning
- EYFS curriculum and pedagogy

- Current pedagogy and policy in relation to teaching family learning
- Understanding and experience of the Ofsted Common Inspection Framework
- Statutory safeguarding and health and safety requirements

**Skills:**

- Appropriate standards of customer care in working with vulnerable, disadvantaged learners with low levels of skills, confidence and self-esteem
- Excellent interpersonal skills to develop and support individual staff in their teaching and learning practice
- Ability to work collaboratively in a team
- Ability to develop and maintain effective partnerships with local, external and internal agencies and services to engage priority groups in learning
- Ability to respond quickly, proactively and creatively to issues and challenges
- Creativity and innovation in developing engaging programmes and in seeking continuous improvement in service delivery
- Ability to take responsibility for own work area
- Proven organisational and administrative skills
- Excellent written and verbal communication and interpersonal skills including cultural awareness
- Good IT skills, including the ability to use MS Office Word, Excel and Outlook

**Experience:**

- Managing and teaching family learning in adult community learning settings
- Extensive knowledge of the Early Years curriculum and child development
- Working with learners from diverse backgrounds reflecting the population of Camden
- Planning and managing non accredited and accredited courses
- Planning and delivering staff development activities

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

## **Chart Structure**