

Job Description and Person Specification



Job Description

Job Title	Teacher Advisor for Home Learning Environment (Start for Life project)
Grade	Soulbury 01-04 (+SPA)
Service	Adult Education Service
Reports to	Family Learning Programme Manager
Location	Citywide
Job Evaluation Code	N/A





About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

- Plan, facilitate and deliver a range of Family Learning programmes as part of the Best Start for Life Project (Home Learning Environment), in order to:
 - champion the best possible educational outcomes for vulnerable children in the Early Years, in order to reduce inequality of outcomes.
 - support parents to gain confidence and knowledge to facilitate early learning and child development in the family environment.

To achieve the vision of the Best Start for Life Programme, through delivery of the home learning environment strand <https://www.gov.uk/government/collections/family-hubs-and-start-for-life-programme>

- *All children and young people can realise their potential, through provision of a systematic and supportive approach to early learning at home and in the community, outside of the nursery or school day.*
- *The enhanced opportunities for early language development and communication skills will improve outcomes and future opportunities for all children and young people, especially those who are in disadvantaged groups*

Main Duties & Key Accountabilities

Core Knowledge

- Analyse data to determine focus of provision.
- To develop strong and effective links with partners to ensure a cohesive and well-planned approach to achieving national and local priorities, thus minimising duplication of service.
- Keep up to date with developments within the EYFS and Family Learning.
- Design, develop and resource programmes using evidence-based data (Education Endowment Foundation EEF/Education Intervention Foundation EIF).
- Ensure effective communication processes with all stakeholders.
- Develop best practice in recruiting and retaining learners.
- Develop documentation, for example publicity and information for families / professionals.
- Undertake the necessary administrative tasks relating to the programme.
- Deliver a range of Family Learning programmes for adults, or adults and early years children together, in Family Hubs and school and community venues
- Arrive punctually to set up the room to ensure that the learning environment is safe and appropriate.
- Use the '50 Things to do before you're 5' app to plan delivery of a range of programmes and activities.
- Maintain input to the 50 Things social media presence to encourage uptake of sessions.
- Undertake initial and ongoing assessment.

- Record learner progress to support learners to meet the programme objectives
- Provide ongoing information, advice and guidance related to progression routes.
- Monitor, evaluate and review the impact of the programme, reporting to the Start for Life project coordinator and other stakeholders.
- Attend induction, CPD and meetings as required.
- Provide quality CPD to support the workforce development of professionals working with families, for the effective delivery of the programme.
- Actively promote Safeguarding and the Prevent agenda, following all policies and procedures to ensure the safety of all learners.

Policies and procedures

- Comply with Health and Safety requirements and report any concerns to line management.
- Work within and promote the City Council's policies and procedures at all times.
- Work within the Quality Strategy of the Adult Education Service.
- Work within the Staff Development Plans of the Adult Education Service.
- To be accountable and responsible for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Early Years Settings, Childminders and Schools Community groups and third sector organisations Family Hubs Early Years Service (LA) Libraries SEND Birth to Five	Internal Children's Services Education Service
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
<ul style="list-style-type: none"> • An understanding of the needs and characteristics of children and their families and effective practice in relation to the home learning environment 	
<ul style="list-style-type: none"> • Understand barriers to providing an effective home learning environment 	
<ul style="list-style-type: none"> • Knowledge and understanding of the impact of Family Learning 	
<ul style="list-style-type: none"> • Knowledge and understanding of the Early Years Foundation Stage Statutory Framework 	
<ul style="list-style-type: none"> • Knowledge of child development and effective teaching and learning approaches from birth to five 	
<ul style="list-style-type: none"> • Knowledge and understanding of the Best Start for Life programme 	
Skills and Abilities	
<ul style="list-style-type: none"> • Good interpersonal skills in relation to adult learners and their children, colleagues and staff, with the ability to enthuse and motivate 	
<ul style="list-style-type: none"> • Evidence of ability to work in partnership with parents to facilitate a positive home learning environment 	
<ul style="list-style-type: none"> • Ability to use a range of evidence-based interventions to effect change with children and families with evidence of impact 	
<ul style="list-style-type: none"> • Ability to plan and prepare sessions for groups of adults and groups of parents and children age 0 to 5, using a range of teaching and learning strategies 	
<ul style="list-style-type: none"> • Ability to develop and deliver flexible learning programmes to meet group and individual needs 	
<ul style="list-style-type: none"> • Ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes 	
<ul style="list-style-type: none"> • Ability to review and reflect on practice and make changes where appropriate 	
<ul style="list-style-type: none"> • Ability to maintain records and complete relevant administrative procedures 	
<ul style="list-style-type: none"> • Ability to work flexible hours and adapt to different work environments 	

<ul style="list-style-type: none"> • Ability to promote Equality and Diversity in all aspects of the work
<ul style="list-style-type: none"> • Ability to understand and implement safeguarding policies including the Prevent agenda and to be proactive in relation to safeguarding children, vulnerable adults and others
Experience
<ul style="list-style-type: none"> • Recent, relevant experience of working directly with children 0 – 5 years and families
<ul style="list-style-type: none"> • Up to date knowledge of the EYFS (Early Years Foundation Stage)
<ul style="list-style-type: none"> • Working with parents to support their child’s learning
<ul style="list-style-type: none"> • Experience of developing the use of a range of ICT and multi-media resources
Educational:
<ul style="list-style-type: none"> • English and maths GCSE A* - C or equivalent at O level
<ul style="list-style-type: none"> • Qualified Teacher Status
Special Requirements
<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p> <p><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></p>

Date Created	25.05.2023	Date Reviewed	25.05.2023
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