

Job Description and Person Specification

Role: Home Learning Environment Programme Co-ordinator



Job Description

Job Title	Home Learning Environment Programme Coordinator
Grade	Grade 7
Service	Education Improvement and Standards
Reports to	Senior Adviser: Birth to Five
Location	Citywide
Job Evaluation Code	A5980



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

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.*

The Programme will be delivered to children and families across Coventry by a range of partners

Specific job purposes are:

- As the programme coordinator you will be responsible for the development of the project plan, its implementation ongoing operational delivery, monitoring and ensuring timely and effective data collection from partners to support your reporting of progress and impact.
- You will help to develop and implement new approaches to supporting learning through the home learning environment, working with the Senior Adviser, Birth to Five, monitor and review the impact of the programme, reporting to the Best Start for Life Project Board
- This role will lead on the delivery of early language development intervention and activities for children aged 0 – 5 years and their families as part of the Family Hub offer, working alongside partners who are providing group work, support, and practical assistance to children 0 – 5 years and families.
- You will be engaging and working with families and other agencies in priority communities of needs identified by the local authority.
- The postholder will work with others to manage the coordination and delivery of large-scale workforce development programmes related to early years education.
- The programme coordinator will establish effective relationships with a range of partners and ensure the home learning environment framework is widely disseminated, understood, and used by others.

Personal Qualities and Experience

- To be successful you will have excellent knowledge of child development, experience of leading early years education in a school or early years setting and an understanding of partnership working.
- You will need a depth of knowledge related to early language development and demonstrable experience of supporting effective practice in this area.
- You should also have experience of implementing projects that support children's early years development and/or parental engagement.
- You will be confident to support the coordination of local services, capacity building with local partners and systems, and have the skills to influence the work of others in facilitating parents to support children's early learning and development.
- In addition, you will:
 - ✓ Be resilient and positive, with excellent interpersonal and communication skills.
 - ✓ Have strong planning and organisational skills with the ability to manage your own time flexibly
 - ✓ Have experience in monitoring and evaluating the impact of projects and writing evaluative reports.
 - ✓ The ability to motivate and organise others outside of your direct remit to complete actions and implement new activity
 - ✓ Understand the impact of poverty on children, families and communities, and the barriers that communities face in relation to changing outcomes
 - ✓ Have well-developed IT skills and proficiency in using Microsoft Office.
 - ✓ Feel confident in modelling effective practice related to early education activities for children aged 0 – 5 years and their families
 - ✓ Understand the importance of workforce development in the early years' foundation stage.

Main Duties & Key Accountabilities

1. 50 Things to do before you are five App and associated activities with children:

- Oversee the roll out of 50 things to do before you are five including leading the communications and marketing plan for the app, planning, delivery and promotion of events.
- Represent Coventry on the 50 Things national stakeholder group and lead communications with the 50 things management Team
- Manage the 50 things digital application and the ongoing updates.
- Maintain good public relations, including input to our social media presence.
- Work with Coventry Family Learning Teams and Coventry Family Hubs to ensure the 50 things sessions are accessed by families,

ensure that targeted sessions reach the right children and that places are taken up.

- Work with third sector groups, libraries, schools and early years settings and child minders and health visitors to ensure 50 things is an embedded part of practice

2. Home Learning Environment:

- Work with key roles within Family Hubs to develop their HLE and Early Language Development offer at a universal and targeted level and monitor the effectiveness of this.
- Work with early years settings and schools to set up HLE focussed sessions, modelling effective practice and supporting initial implementation.
- Work with colleagues to develop and coordinate the training programme for practitioners and professionals in relation to HLE
- Work with colleagues to develop the approach for targeted element of the HLE for Ready, Steady, Play!
- Work with partners and practitioners to develop a range of guidance throughout the duration of the project related to parental involvement and engagement
- Monitor, evaluate and report on the effectiveness and impact of the programme to a range of audiences as required.

3. Quality, Standards and Safeguarding Team

- Link with and contribute to the wider work of the early years quality, standards and safeguarding team as appropriate
- Working in collaboration with other members of the team, on tasks including provision of advice and support to settings and schools, training delivery, safeguarding support, data analysis and partner engagement

4. Wider Duties

- 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 Family Learning Libraries SEND Birth to Five	Internal All service areas in Children's Services Education Service
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------

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

Job Evaluation Code	A5980
Knowledge	
An understanding of the needs and characteristics of children and their families and effective practice in relation to the home learning environment	
Knowledge and understanding of the Early Years Foundation Stage Statutory Framework	
Knowledge of child development and effective teaching and learning approaches from birth to five	
Knowledge and understanding of effective Government Legislation and policy in relation to children and families and the first 1,001 days	
Knowledge of strategies and approaches to both identify early language difficulties and to improve practice in this area in early years provision	
Skills and Abilities	
Ability to communicate effectively with children, families, colleagues and partners both verbally and in writing.	
Able to relate to, encourage and motivate children and families to form positive relationships	
Ability to work in partnership with parents to facilitate change in behaviour	
Skilled in planning and delivering direct work with children 0 – 5 years and their families	
Ability to use a range of evidence-based interventions to effect change with children and families	
Recognise and challenge behaviour and attitudes that discriminate against others	
Monitor, evaluate and report on the impact of work with children and families to a range of audiences	
Ability to work on own and as part of an integrated team	
Competent ICT skills using a range of Microsoft packages	
Experience	
Recent, relevant experience of working directly with children 0 – 5 years and families	
Leadership of an early years setting or EYFS lead role in a school	
Coordination, and delivery of project work across different organisations to meet identified outcomes over extended periods of time	
Leading and mentoring across teams in different service areas to implement project activity is desirable	

Qualifications
Qualified Teacher Status, Early Years Teacher / Early Years Professional Status or a Relevant Level 6 qualification alongside substantial experience of working with children aged 0 – 5 years and families
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>The post holder will be required to work across the city area and outside of normal business hours, including evenings and weekends.</p>

Date Created	April 2023	Date Reviewed	June 2023
---------------------	------------	----------------------	-----------