**Role Title:** Group Support for Under 5’s groups  
**Reports to:** Senior Early Help Worker  
**Placement:** Ashford

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<th><strong>Main Duties:</strong></th>
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| To support the Early Help Support Worker in delivering Children’s Centre  
| Create a welcoming environment for Children, families, young people  
| Actively involving parents in their children’s learning  
| Setting up and clearing away of the group  
| Carrying out activities in groups  
| Taking photographs in sessions  
| Ensuring ground rules are adhered to  
| Keeping facilities clean and tidy  
| Sign posting to other services  
| Where possible attend staff meetings  
| Provide information on own observation and feedback from parents to inform planning of services  
| Undertake evaluations when required  
| Encourage parental feedback  
| Promote the Healthy Start Vitamins to parents |

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<th><strong>Knowledge and Skills:</strong></th>
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| Creative background  
| Good knowledge of IT  
| Understanding of Children’s Centres or a willingness to learn  
| Proactive and outgoing personality  
| Understanding of Early Years Foundation Stage or willingness to learn  
| Ability to work unsupervised |

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<th><strong>Volunteer commitment Requirements:</strong></th>
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| This role would require a minimum of 2-3 hours per week Monday to Friday Morning/Afternoon  
| Enhanced DBS check  
| Various Safeguarding training  
| Prevent training  
| Data Protection and Information Governance training  
| Other training may also be available as identified in Personal Development Plan |