



<b>JOB TITLE:</b>	Language Development Worker
<b>RESPONSIBLE TO:</b>	Language Development Programmes Manager
<b>LOCATION:</b>	Various locations across Bradford
<b>HOURS:</b>	37½ hours per week, all year round
<b>SALARY:</b>	Starting wage £19,000 during 12month training probationary period in which you will be named 'Trainee LDW'. £20,254 following successful training period.

#### **OVERALL JOB PURPOSE**

- Support BHT's Language department through early identification of children at risk of language delay.
- To deliver a high quality language support programme to children and their families.
- To help to care for, support and encourage families to engage in the language support programmes.
- To support families by providing information on child development, linking them into services and helping them take advantage of what BHT Early Education and Training can offer and refer onto.
- Support delivery of language support groups for children and their families.
- Collect data, and input on to a system for monitoring and evaluation purposes.
- Spread key messages about the importance of language development in the community.

## Key Roles:

### 1. Delivery of Language Support Programmes in homes

- To work within the BHT Language Development Team to carry out Two Year Language Assessments and deliver the Talking Together programme.
- To pass on important health and parenting information to parents, including the importance of play for supporting a child's development.
- To support families to understand the importance of the home learning environment.
- To provide individualised support to children and their families dependent on areas of need, giving the families encouragement, support and opportunity to develop to their full potential, intellectually, socially, physically and emotionally.
- Work across the language department and nurseries as and when required.
- Staff may be required to take on extra responsibilities including School Work and supporting trainees. (*Pay increment will be received for hours worked within school*)
- Demonstrate to families the importance of sharing books with children and so encourage parents/carers to play a role in their child's literacy development
- To establish and maintain positive professional relationships with parents and carers.
- To be responsible for the care and maintenance of resources and equipment.
- To maintain a high level of record keeping, observing and evaluating children's development.
- To make referrals to outside support agencies when required, including Speech and Language Therapy, Audiology, Better Start Bradford projects.
- To commute from the different places of work using your own vehicle.

## **2. Delivery of language support groups**

- To plan and delivery language support groups for children and their families, including Story sessions, Rhyme time sessions, Baby Massage, Stay and Play groups and attending partner events.
- Provide a stimulating environment that will support play and learning.
- To be aware of and follow procedures outlined by settings and community venues which you may be delivering in.
- To build and maintain professional relationships within families and professionals.
- To be an outstanding representative for BHT Early Education and Training when working out in the community.
- To be responsible for the care and maintenance of resources and equipment.
- Collect and record monitoring for BHT Early Education and Training.

## **3. Observations, Planning and Data Collection**

- To carry out high quality language focused observations and use these to inform the support given to each child.
- To carry out observations of adult-child interaction.
- To make an increasing contribution to the planning, implementation and evaluation of play experiences.
- To maintain paperwork to a high standard and input data onto an online system in a timely manner.
- Videos observations to be used by all staff to support and develop good practice.

#### **4. To follow procedures & policies as laid down by BHT**

- Clear understanding of and adherence to all policies and procedures set down within BHT
- To ensure high standards of hygiene and safety are maintained
- To work at all times within BHT's Core Behaviours Guidelines for staff
- To understand and follow GPDR legislation.

#### **5. Integrated Working**

- To work with other groups and organisations in the Bradford area to provide opportunities and support for families
- To develop and maintain positive professional relationships at BHT and with external relevant organisations.
- Knowledge of all the services offered through BHT and external relevant organisations
- Clear understanding of and adherence to all policies and procedures relating to confidentiality laid down by BHT
- Provide comprehensive reports to outside agencies when required.

#### **6. Work Environment**

##### **• a) Work Demands**

The Language Development Worker will need to demonstrate excellent communication skills and be able to work within a team and independently.

The Language Development Worker will need to demonstrate effective time management and organisational skills in order to manage their own time table.

The Language Development Worker must be flexible and be willing to work occasional evenings and weekends if required.

The Language Development Worker must be committed to on-going CPD.

- **b) Physical Demands**

The work requires normal physical effort. It may occasionally involve the lifting and handling of equipment, and other.

- **c) Working Conditions**

The Language Development Worker is mainly office based, but will be expected to run groups in community buildings and attend meetings and training in other places.

## **Contacts and Relationships**

Working relationships will include the following:

### **Internal**

- Chief Executive Officer
- Language Development Programmes Manager
- Other Senior Managers
- ICAN Coordinator
- BSI Coordinator
- Makaton Licenced Tutor
- Staff
- Children
- Students and Volunteers

## **External**

- Better Start Bradford
- Born in Bradford's Innovation Hub
- ICAN
- Makaton
- Staff from a wide range of other agencies and settings including: Early Years Settings, Schools, Child minders, Children's Social Care, Health, Children's Centre staff and a range of voluntary/private sector organisations.