



# HILLINGDON

LONDON

## Job Profile

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<b>JOB TITLE:</b>	Parenting and Home Learning Team Leader
<b>GRADE:</b>	POA (Fixed term contract April 2026-March 2029)
<b>POST NO:</b>	30647
<b>DBS CHECK:</b>	Enhanced
<b>DIRECTORATE:</b>	Social Care - Stronger Families and Protection
<b>DEPARTMENT:</b>	Family Hubs & Children's Centres

### REPORTING STRUCTURE

<b>Reports to:</b>	Service Manager
<b>Direct Reports:</b>	Up to 6
<b>Indirect Reports:</b>	post specific

### ROLE PURPOSE:

Hillingdon recognises and champions parents as the primary and most influential educators in their children's lives, whose everyday interactions, encouragement, and support are pivotal in unlocking each child's full potential and fostering lifelong development.

The Parenting and Home Learning Manager will provide strategic and operational leadership of Hillingdon's Parenting and Home Learning Environment (HLE) Offer, with a **focus** on the 3–4 cohort to help meet the DfE GLD ambition (75% by 2028) and deliver evidence-based, high-quality support through Family Hubs and Children's Centres, schools, Early Years Settings and community partners. Lead programme design,

workforce capability, commissioning/partnerships, quality assurance, and impact evaluation for parenting and HLE provision.

## A. Job Description

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### 1. Resident and Community Contribution

- Consult with parents/carers, early years providers, and children to ensure parenting and HLE initiatives reflect community needs, cultural diversity, and best practice.
- Demonstrate a strong understanding of the Council's Customer Care standards, ensuring these are met to deliver the vision of 'putting our residents first'.
- Offer training, marketing assistance, ideas, and other support to parent volunteers who lead parent support groups, ensuring these groups are part of the whole parenting offer.

### 2. People Management

- Work collaboratively with internal teams, health professionals, schools, and voluntary partners to provide coordinated parenting and home learning environment support.
- Oversee parenting and home learning practitioners, encouraging reflective practice, ongoing development, peer observation, and training to ensure high-quality service.
- Ensure all team members receive timely and effective communication and supervision to maintain engagement with the Council's vision, priorities, and activities.

### 3. Leadership and operational delivery

- Lead the development and implementation of a coherent and high-quality Parenting & Home Learning Environment (HLE) offer across Hillingdon.
- Oversee the borough-wide deployment of the WellComm Toolkit, with an emphasis on disadvantaged areas and settings with low GLD scores, encompassing practitioner training, progress monitoring and early intervention to enhance outcomes.
- Lead borough-wide implementation of evidence-based Home Learning Environment (HLE) programmes, including Early Words Together, to strengthen parent-child interactions, enhance parental confidence, and support early language, literacy, and social-emotional growth.

- Co-ordinate the multiple face to face and online parenting courses and workshops (including administration and referral process) available across the borough, and map the spectrum of provision from light touch support to intensive accredited programmes
- Deliver some parenting and HLE programmes, where necessary.
- Develop and maintain a clear, integrated Home Learning & Language Pathway for families with children aged 0–5+, including appropriate adaptations for SEND.
- Broaden the accessibility of the parenting and HLE programmes across the borough by enhancing capacity through targeted training within schools and community settings.
- Actively engage families who are less likely to participate, using diverse outreach methods to reach those with SEND, EAL, and varied cultural backgrounds.
- Promote programmes using outreach, social media, and local networks to ensure families, service providers, and partner agencies are well informed about parenting and HLE services to encourage strong participation.
- Integrate safeguarding into all services, escalate concerns per local protocols, conduct risk assessments for venues and groups, and follow lone working procedures.
  - Manage delegated budgets and resources, ensure all procurement aligns with Council financial procedures, and collaborate with finance and providers to secure funding and develop sustainable, high-quality provision.
  - Complete other reasonable tasks in order to fulfil role purpose or as required by management.

## **5. Continuous Improvement**

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for families.
- Oversee quality assurance by using validated tools and feedback forms to monitor attendance, completion rates, and outcomes of parent and HLE programmes, assessing their effectiveness.
- Keep up to date on research, policy and practice developments through research and attendance at seminars or training.
- Maintain accurate data and contribute to boroughwide reporting for early years and Family Hub strategy leads.

## **6. Contacts**

- Primary contact will be with the parenting and HLE team, parents and children, other Council departments, Health, Education and community partners.

## **7. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

#### **4. KEY PERFORMANCE INDICATORS**

- Achieve team performance objectives within set timeframes by collaborating effectively with the team and partners, driving improvements in educational and life outcomes for young children, and ensuring high-quality provision through strong provider engagement.
- Increased reach across education, faith and community settings; inclusive access for SEND families; and strong uptake, both face to face and online.
- Parents/carers report an 80% increase in confidence in parenting post parenting and HLE interventions.
- Parenting and HLE support demonstrably contributes to improved Good Level of Development (GLD) outcomes for the 3–4 cohort by 2028 and reduces repeat involvement with Early Help or Children’s Social Services

## B. Person Specification

### Parenting and Home Learning Environment Manager

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
A relevant qualification working with children and/or Young People at Level 3 minimum	✓	
GCSE Grade A-C in Maths and English or equivalent	✓	
Evidence of further professional development – including training in parenting programmes	✓	
PGCE, PETTLS, Teaching Cert – OR Willingness to undertake accredited training (evidence-based parenting programmes, train the trainer)		✓
<b>2. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Minimum of 3 years' experience of working with young children and families in the early help field of work.	✓	
Experience of working with children and young people aged 5-19 years		✓
Experience delivering or supporting parenting and HLE programmes, early years groups, or family support interventions.	✓	
Experience of collaborative work with a range of practitioners and agencies.	✓	
Experience managing staff, preferably in providing parenting and HLE advice and guidance.	✓	
Experience of developing and delivering training to a range of multi-agency professional at all levels.	✓	
Experience of evaluating, monitoring and improving service quality.	✓	
<b>3. KNOWLEDGE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Good working knowledge of child development milestones and the statutory & non-statutory frameworks of the EYFS.	✓	
Working knowledge of relevant government legislation, guidance and local procedures relating to children and families, including early help and safeguarding.	✓	
An understanding of inspection frameworks		✓
Knowledge of government initiatives relating to parenting and HLE		✓
<b>4. SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Good inter-personal and communication skills	✓	
Ability to work collaboratively with a range of practitioners and services.	✓	

Ability to engage and influence the wider children and families' workforce to support consistent parenting and HLE programmes.	✓	
Ability to understand the pressure that some parents may experience when bringing up children	✓	
Skills to develop innovative ways of supporting parents and children to express their needs and views about services in agreement with co-production principles	✓	
Ability to use data to develop and monitor provision and produce reports	✓	
Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.	✓	
Ability to meet agreed objectives and delivery targets by the effective use of resources.	✓	
Commitment to Equal Opportunities issues and ability to apply anti-discrimination to own practice in order to produce accessible and inclusive services.	✓	
Ability to recognise and respond to safeguarding issues in line with relevant policies.	✓	
Strong organisational skills and ability to manage multiple programmes simultaneously.	✓	
Excellent ICT skills and the ability to learn new systems as required	✓	
Ability to work on own initiative and as part of a support team.	✓	
Ability to work flexibly to meet the needs of the service - post holder will be required to travel around the borough and work remotely/evening/ weekends as required	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Respect</b> -Demonstrates a strong commitment to putting residents first by delivering excellent customer service, fostering inclusion and diversity, representing the council positively, supporting team wellbeing, and guiding others through change.	✓	
<b>Collaborative</b> -Encourages the use of resident feedback to enhance team performance and customer satisfaction. Builds strong relationships and promotes collaborative working across teams. Supports the growth and development of others by providing opportunities for learning.	✓	
<b>Efficient</b> - This section highlights key competencies for effective service delivery, including the use of resident feedback to enhance customer satisfaction, setting and monitoring team objectives, managing budgets efficiently, identifying and implementing service improvements, and maintaining a solution-focused approach that encourages learning from mistakes.	✓	
<b>Integrity</b> - Demonstrates an understanding of local government, including democratic and political decision-making, and applies decisions appropriately. Proactively enhances management and leadership skills, while exhibiting emotional intelligence and embodying the Council's values.	✓	

<b>Open and honest</b> -Demonstrates accountability and clear communication, fosters a culture of openness and learning from mistakes, and effectively supports others through change and service improvements.	✓	
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