

Job Profile comprising Job Description and Person Specification Job

Description

Job Title: Senior Early Help Practitioner	Grade: PO2 – PO3
Section: Early Help Division - Early Help Targeted Family & Parenting support & Targeted Youth Support Services	Directorate: Childrens Services
Responsible to following manager: Early Help Team Manager	Responsible for following staff: Early Help Practitioners
Post Number/s:	Last review date: July 2019

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The core purpose of the role is to ensure that all children and young people remain safe and have improved outcomes as a result of the provision of high-quality Early Help Family and Parenting intervention.

The post holder will contribute to making the delivery of the Early Help vision and strategic priorities, by supporting the delivery and performance of high-quality Early Help provision to children and their families across the Team

With a focus on early childhood and early learning; children, young people, and family support, SEND and Inclusion. Teams will be made up of multi-skilled professionals with expertise in one or more of the priority areas, early childhood and early learning, parenting and whole family support, adolescents and contextual safeguarding, SEND and inclusion, domestic violence and abuse, mental health and wellbeing.

The Early Help Family and Support Team will provide services for families with children and young people from 0-19 and up to 25 with SEND. The Senior Early Help Practitioner will support a team of staff to deliver interventions by applying the theory relating to adverse childhood experiences, restorative practice, and multi-modal approaches and ensure that a level one programme of activities are designed to develop pro-social relationships, emotional regulation, positive risk taking and resilience.

The Senior Early Help Practitioner will ensure that the quality of the work undertaken is of a consistently high standard and that the voice of the family and child are central to all the work that is undertaken.

The Senior Early Help Practitioner may be allocated complex families open to Early Help

Specific Duties and Responsibilities

1. Provide the supervision and day to day support of up to 4 Full Time Equivalent (FTE) Early Help Practitioners, ensuring that they are provided strong management oversight, supervision of families open to Early Help, and personal supervision.
2. To support the team on undertaking whole family assessments, reviews and closure form using the agreed Mosaic tools within the Early Help timescales
3. To support the team on analysing the risks for the family as a whole and identify goals and services that can support the family.
4. To ensure that screening and subsequent allocations are made in line with the agreed Early Help timeframes and Mosaic work steps to avoid drift
5. To support the team on developing single plans in partnership with children, young people and families that sets clear, time specific goals that will have a positive impact for the whole family and create change for children and young people to help them achieve.

6. To support the team to act as the Lead Professional for a family, co-ordinating, sharing information, with the family and across the team around the family (TAF) and ensuring regular reviews are undertaken by staff, ensuring there is no drift, that plans are up to date and goals reviewed.
7. Ensure that Family Meetings are offered as part of all Early Help interventions
8. Undertake regular case audits of staff that are part of the Early Help Team to ensure that the quality of recording reflects the lived experience of the child and to support the development of practice, following through with completion of recommendations.
9. Regularly observe the practice of the staff in the Early Help team to ensure that they are providing good quality direct work and provide feedback about what needs to change where work falls below the required standard.
10. Work with partners to ensure that any professional differences are addressed swiftly and solutions found to ensure the best outcome for children, young people and their families.
11. To support the team on taking on the 'Trusted Adult' role for a child or young person where another service or colleague is the Lead Practitioner for a family e.g. social services, school SENCO.
12. Ensure that that safeguarding, and health and safety processes are in place and understood by the team, that all new staff have had induction that covers safeguarding and health and safety processes.
13. To ensure that the EHPs keep high quality case records for all the family, ensuring that the Wandsworth 5 (assessment, plan, Supervision, 3 monthly Case Summary and chronology), Genograms and consent sharing protocols are uploaded and entered promptly onto the case management system.
14. Contribute to the analysis of data provided in the Early Help Tracker and use this date to monitor and improve performance across all the service
15. Be a Practice Lead for developing the systemic approach, offering group supervision inclusive of other agencies
16. Be committed to continuous improvement, and able to have difficult and challenging conversations that will improve the quality of work of staff within the team.



17. You will support the application of the 'social GRACES' to the work and ensure that staff are non-judgmental and sensitive to the impact of their own beliefs on the families they work with.
18. To work closely with our partners in education, health and social care to ensure a multi-agency Team Around the Family (TAF) is undertaken and the agreed plan is managed across a range of services.
19. To support the development and delivery of group work and parenting classes as a way of strengthening our community offer
20. To act as a Lead in developing and contributing to the development of a collaborative and inclusive approach to Early help offer across the boroughs community and voluntary sectors Organisations. This will include attendance at meetings such as the Early Help Partnership Cluster meetings, School meetings and meeting with our community and voluntary sector organisation
21. To work flexibly across a range of sites and settings, delivering sessions in the evening and at weekends as required.

Progression for PO3

22. To have completed an ILM Level 3 Managers Diploma or the Certificate in Systemic Social Work Supervision and Management course and lead on embedding systemic practice
23. To Lead on an agreed Service development area including delivering workshops driven up performance and improve practice
24. To deputise as required in the absence of the Team Manager

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

N/A

Team structure

Person Specification

Job Title: Senior Early Help Practitioner	Grade: P02 – P03
Section: Early Help Division – Early Help Targeted Family & Parenting Support & Targeted Youth Support Services	Directorate: Childrens Services
Responsible to: Early Help Team Manager	Responsible for: Early Help Practitioner
Post Number/s:	Last Review Date: May 2019

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of the Family Safeguarding model	A I
Knowledge of a Systemic approach to practice and Supervision	A I
Knowledge of Safeguarding children and risk assessment which includes an understanding of contextual safeguarding	A I

Knowledge of inclusive practice and working in diverse communities	A I
Knowledge of working with children, young people and families with SEND	A I
Knowledge of relevant inspection frameworks and legislation	I
Experience	
Experience of providing groupwork for families	A I
Experience of delivering 1:1 targeted work with a family	A I
Experience of recording and using IT systems and digital tools to improve outcomes	A I
Experience of solution focused questioning	A I
Experience of delivering groups and support to families from diverse cultural, linguistic and religious backgrounds	A I
Experience of delivering family focused 1:1 supervision, group supervision and personal supervision	A I
Skills	
Excellent communication skills	A I
An effective, persistent, curious, and non-judgemental approach when working with vulnerable families and the ability to translate this to support others development	A I
Ability to construct a good quality written report and to use language that is accessible and easy to understand	A T
Ability to provide effective supervision that supports staff to provide a consistently good service and contributes to staff development	A I
Qualifications	
Qualification at level 4 or above in a relevant field for example health care, early years, youth services, family and social care or equivalent experience	A C
Demonstration of continuing professional development and how this has informed practice.	A I C
To have completed an ILM Level 3 Managers Diploma or the Certificate in Systemic Social Work Supervision and Management course and lead on embedding systemic practice (for grade PO3)	A I C

A – Application form / CV

I – Interview

T – Test

C - Certificate