

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Early Help Practitioner | Grade: PO1 |
| Section: Early Help department | Directorate: Children Services |
| Responsible to following manager: Senior Early Help Practitioner | Responsible for following staff: N/A |
| Post Number/s: 1 | Last review date: April 2026 |

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

The borough's Early Help Offer is delivered through workstreams including Targeted Youth Support TYSS, Targeted and Community Youth Support, Family and Parenting Support and Early Years. TYSS is focus on young people and family support and SEND and Inclusion for 13 to 19 (24 for SEND)

Job Purpose

The Early Help Practitioner will work as part of the Targeted Youth Support Service, Adolescent and Clinical Services. Providing services to families with children from 13-19 years and up to 25 years with SEND. They will work as a lead professional taking a Whole Family Approach and deliver a range of interventions including activities, specialist groups and 1:2:1 intervention.

The interventions will be designed to prevent poor outcomes for children by identifying early concerns and will be delivered from a range of settings including but not limited to family homes, school, youth club and other Council venues.

The post holder will undertake whole family assessments and develop a single action plan with families.

Specific Duties and Responsibilities

- 1 To undertake whole family assessments using the Mosaic Early Help Tool, to ensure the family and the child/ren's voices are included in the assessment and in the plans for the family.
- 2 Develop a single plan in partnership with parents that sets out goals that will result in positive changes for the whole family.
- 3 To act as the Lead Professional, as and when required for allocated families, co-ordinating, sharing information with the family and across the team around the family (TAF) and ensuring regular reviews are undertaken to ensure there is no drift, that plans are up to date, and goals reviewed.
- 4 To ensure that all family records are up to date with the Wandsworth 5 – Case Summaries, Visits, Plans and chronologies. Supervision will be completed by the Senior Early Help Practitioner.
- 5 To plan and deliver interventions within agreed timescales where possible, on an individual, family and group basis which are delivered in a range of ways and places including but not exclusive to activities for families, family support, group work which may take place in the community, school or the home.
- 6 To provide good quality information, advice and signposting and practical support for families in a number of areas including child development, managing challenging behaviour, education, signposting where there are health issues, debt, employment and housing and facilitate families to make a plan to thrive.
- 7 To provide targeted interventions, activities for children and families we know are particularly vulnerable.

- 8 To collaborate with other service on the delivery of programmes, activities, and groups from a variety of settings across the borough.
- 9 To ensure to raise any safeguarding concerns swiftly using the appropriate safeguarding processes.
- 10 To record work with families on Mosaic, including plans, visits, TAF, Return Home Conversations and closure forms within the agreed timescales.
- 11 To engage with audits and Learning Episode on a regular basis.
- 12 To participate in and contribute to supervision, staff appraisals, reflective group supervision and team meetings. To complete a family genogram prior to presenting at reflective group supervision.
- 13 To work flexibly across a range of sites and settings to engage with community events as and when required supporting the promotion of the Early Help offer.
- 14 To maintain and develop a professional expertise in the following areas – systemic practice, child development, adolescents, contextual safeguarding, special educational needs, and disabilities, working with children with complex needs. To take responsibility to keep up to date with training.
- 15 To work in a child centred approach including working in a systemic way with a child / family

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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.

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Person Specification Requirements | | | Assessed by A/I/T/C (see below for explanation) |
|--|-----------|-----------|--|
| Knowledge | Essential | Desirable | Assessed |
| Of the stages of development of children and young people | Y | | AI |
| Of the systemic practice approach | | Y | AI |
| Of working in diverse communities | Y | | AI |
| Of the impact of trauma, adverse childhood experiences and poor attachment | Y | | AI |
| Of Ofsted inspection frameworks | Y | | AI |

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|--|------------------|------------------|-----------------|
| Of the impact of social GRACES on the work undertaken with families | Y | | AI |
| Experience | Essential | Desirable | Assessed |
| Of improving outcomes by working in a strength-based manner with children, young people, and families | Y | | AI |
| Of delivering direct work, group work and activities to create resilience | Y | | AI |
| Of engaging and building trusted relationships with vulnerable children, young people and families | Y | | AI |
| Of safeguarding policies and processes | Y | | AI |
| Of using IT to support their work and engage families | Y | | AI |
| Of working to the standards of relevant inspection and performance frameworks | Y | | AI |
| Skills | Essential | Desirable | Assessed |
| Communicating with families in an open and non-judgmental way | Y | | AI |
| Skills in being inquisitive and persistent when working with vulnerable families | Y | | AI |
| Providing practical support to children, young people, and families to support them to thrive | Y | | AI |
| Skilled at writing and speaking in a clear and easy to read style that supports children, young people and families engagement | Y | | AI |
| Qualifications | Essential | Desirable | Assessed |
| Level 3 child focus qualification or equivalent relevant experience within Children's Services. | Y | | AC |
| To have completed the CSSW - Certificate in Systemic Social Work Practice with Children and Families – Practice cohort. | | Y | AC |

A – Application form / CV

I – Interview

T – Test

C - Certificate