

DARLINGTON BOROUGH COUNCIL
CHILDREN AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Advanced Early Help Practitioner
<u>GRADE :</u>	Band 10
<u>JOB EVALUATION NO.</u>	E3359
<u>REPORTING RELATIONSHIP</u>	Team Manager Early Help
<u>JOB PURPOSE :</u>	<p>Under the leadership and management of the Team Manager, provide early help services at an advanced skills practitioner level. Have responsibility for the most complex cases to include high quality, timely and child/family focused needs assessment, analysis, intervention and review appropriate to the work of the team. Have expert knowledge in an area of early help and demonstrate leadership in their field.</p> <p>Play a key role in developing and monitoring the competency of staff through developing, maintaining and championing expertise in specific areas of practice. Drive excellent practice based on research evidence and professional experience and supporting the achievement of improved outcomes for vulnerable children and young people, to maximise their true potential.</p>
<u>POST NO.</u>	POS001147
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To be the lead professional and undertake the full range early help tasks in the more complex of cases for children in need and their families;
2. To bring together and coordinate a multi-disciplinary team around the child to ensure an integrated approach to prevent the escalation to statutory services;
3. To establish, develop and deliver best practice collaborative working with multi-agencies, including integrated working with key partners;
4. To lead in an area of expert practice, developing the knowledge and skills base within Darlington and disseminating that expertise across the whole service;
5. To provide high quality timely coaching, mentoring and case supervision to a range of staff; achieve an appropriate balance between reflective case practice and accountability for performance standards;
6. To ensure up-to-date, accurate and accountable case recording, ensuring the highest levels of client confidentiality;

7. To share sensitive information appropriately with other agencies as required to protect a child in line with agreed standards and Caldicott requirements;
8. To represent the Council in a range of informal and formal settings, including the full range of family and criminal Courts if required;
9. To facilitate and/or chair a range of meetings, including the team around the child, professional network meetings, team based learning sets and development days;
10. To promote and demonstrate the meaningful participation of children, young people and parents/carers in the process of assessment, planning, implementation and review, in decision making and shaping service delivery;
11. To support the Team Manager to reconcile policy and resources by delivering services within allocated budgets;
12. To ensure that within an allocated caseload continuous performance improvement is achieved in accordance with local practice standards, to achieve positive outcomes;
13. To maintain and disseminate an excellent understanding of current research, evidence based practice, policy, guidance, legislation and case law relating to children and families;
14. Through modelling best practice and supporting others to achieve high quality practice standards consistently, to help prepare the service for inspection.
15. This post has a high level of contact with, and responsibility for children
16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities regards conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers

THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND RECHECKING AS APPROPRIATE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2020

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

CHILDREN AND ADULTS SERVICES

ADVANCED EARLY HELP PRACTITIONER

POST NO: POS001147

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Recognised professional qualification relevant to service specialism (e.g. childcare, youth studies, community development, social care, health or equivalent) For Early Years provision, NVQ3 or equivalent recognised childcare qualification.	E	
	Experience & Knowledge		
2	Approx. 2 years relevant post qualifying experience in Children's Services	E	
3	Approx. 3 years' experience of mentoring or coaching	E	
4	Working knowledge of the relevant current legislation such as Children Act 1989 and associated research	E	
5	Knowledge, understanding and practical experience in the application services	E	
6	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
7	Approx. 2 years' experience working within Early Help setting	E	
8	Experience of undertaking assessments, planning, reviews, assessment and analyse information gained to inform escalation of need	E	
9	Experience of chairing a range of meetings and panels	E	
10	Experience of quality assurance and effective closure of own and others casework and adherence to timescales	E	
11	Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance	E	
12	Experience of staff management including performance management	E	
	Skills		
13	Ability to be responsible for an allocated case load, including assessment and management of risks	E	
14	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	E	
15	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
16	Ability to analyse and interpret information gathered during the assessment process	E	
17	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
18	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
19	Ability to use initiative and make decisions outside immediate policy	E	

	and procedure, and without reference to manager if required		
20	Ability to work closely with others and carry out effective joint assessments	E	
21	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	E	
22	Demonstrate ability to work effectively in increasingly more complex situations	E	
23	To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence	E	
	Personal Attributes		
24	Ability to access reliable transport to carry out the travel requirements of the post	E	
25	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	E	
26	Ability to drive improvements to practise across services	E	
	Special Requirements		
27	Enhanced DBS check required	E	
28	Suitability to work with children	E	
29	Interest in working with children to promote their development and educational needs.	E	
30	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
31	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
32	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	