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**SEFTON METROPOLITAN BOROUGH OF SEFTON**

**JOB DESCRIPTION**

**Department** Children’s Services

**Location:** Hudson Primary School & Family Well-being Centre, Maghull.

**Post:** Early Help Worker

**Grade:** Grade G (£30,296.00 - 33,945.00)pay award pending and pay is pro-rata to reflect the term time plus one week working aspect of the role

**Hours: 36 per week (term time only + 5 days)**

**Responsible to:** Senior Early Help Worker / Headteacher

**JOB PURPOSE**

1. Responsible for safeguarding and promoting the welfare of children, Young people (0 – 19), their families and adults by delivering high quality interventions, acting as their single point of contact, coordinating a holistic, temporary offer of support focusing on outcomes.

2. Deliver activities through the appropriate models and frameworks to engage, empower and enable residents to take ownership of their own solutions and develop resilience.

3. Promote engagement of the universal offer through the community, voluntary and faith sector organisations.

**MAIN DUTIES**

1. Effectively manage and progress a caseload to achieve positive outcomes based on a solution focused approach.
2. Assess and identify levels of risk, vulnerability and safeguarding using prescribed assessment tools, operating within agreed models and in line with agreed frameworks and protection plans ensuring that the individuals or families voice is captured throughout the whole assessment and intervention process.
3. Deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach to address the root causes in line with the localities outcome framework.
4. Deliver protective, supportive and needs led plans and review in line with case management standards.
5. Maintain accurate records of all assessments, plans, actions, reviews, court reports, decisions, learning portfolios and outcomes using the Councils systems.

1. Record all agreed exit strategies and manage cases within the prescribed time limits unless otherwise agreed by Team Manager.
2. Participate in conferences, reviews, meetings and other forums as required in line with the one worker one family approach to engage, empower and enable positive steps towards change.

8. Undertake home visits to ensure that Sefton residents are safeguarded within the community.

9. Increase parental engagement to strengthen family relationships and support children’s education

1. Manage and facilitate away days and residential placements as appropriate.

1. Work co-operatively with colleagues and partners to share information, ensuring a joined up approach.
2. Ensure Quality Assurance Framework, legislation, regulations, policies and procedures are central to all good practice.
3. Engage within the development of the service and CPD through PDR, training team / service meetings, council events and supporting raising awareness sessions across the partnership on key and emerging issues
4. Utilise IT systems to evidence the journey of change through recording and maintaining accurate case notes, family interactions and other records as specified through national guidance service requirements and in line with Sefton policies and procedures. Identify any improvements to IT systems that would improve operational efficiency.
5. Support other professionals in the recording of “Life Stories” for children as appropriate.

16. Work in partnership with families to support parental understanding of their role in their child’s development by modelling high quality early education practice within the home as part of targeted interventions.

17. Signpost parents to activities within the community to build resilience within the family. Support family members to develop skills to enable them to carry out household tasks such as budgeting, supporting health and hygiene, increasing parental confidence and capacity.

18. Utilise appropriate marketing techniques to promote awareness of the service and represent the service at events as required.

19. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing legal court proceedings.

**SPECIAL CONDITIONS**

1. A casual car allowance mileage rate payable as appropriate.
2. The post holder will be expected to move between locality delivery points depending on the needs of the service
3. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.
4. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
5. Undertake, and participate in training, coaching and development activities, as appropriate
6. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Date July 2024

Designation Service Manager Localities.

**Person specification: Early Help worker - Universal and Targeted**

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| **Personal Attributes Required** | **Essential (E) o**r **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  1. Practical and procedural knowledge of delivering support to individuals and families. Procedural and policy knowledge relative to assessments, case management and safeguarding.  2. Significant experience of delivering support to individuals and families in one or more of the service areas within the localities model | E  E | AF/I  AF/I |
| **Experience**  1. Experience of developing case management plans based on prescribed assessments  2. Experience of identifying levels of risk, vulnerability and needs  3. Expertise in at least 1 discipline within the locality offer and the ability to provide advice and guidance across multiple teams relative to this discipline.  4. Practical experience of supporting resident’s independence  5. Experience of using IT systems to maintain accurate records and management data | E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge / Skills / Abilities**  1. Ability to manage casework and utilise case management methodologies  2. Ability to assess and deliver activity within the early help offer as the main point of contact  3. Ability to demonstrate a high level of empathy across a range of users, be non- judgemental and build trust  4. Ability to challenge children, families and individuals and intervene as necessary  5. Excellent interpersonal and communication skills and a person/family centred approach  6. A broad knowledge of safeguarding procedures and when to implement the escalation policy  7. An ability to develop a good working relationship with colleagues and partners to deliver a co-ordinated response  9. A good working knowledge of the activities provided within the locality offer  10. An ability to advise, guide, negotiate and influence children, families and individuals in terms of delivering appropriate levels of care.  11. An awareness of external scrutiny practices and inspection regimes and how such practices influence service delivery.  12. Knowledge and awareness of issues which may have an impact on families such as domestic violence, abuse, mental health difficulties, substance misuse, poverty, early years development and housing issues.  13. Ability in drawing activities together to develop seamless solutions  14. Commitment to ‘Making Every Contact Count’ approach | E  E  E  E  E  E  E  E  E  E  E  E  E  E | AF/I/P  AF/I/P  AF/I  AF/I  AF/I/P  AF/I/P  AF/I  AF/I  AF/I/P  AF/I  AF/I  AF/I  I  I |