

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Advanced Early Help Practitioner - Children**

**Vacancy ID: 007433**

Salary: £29,323 - £32,486 Annually

Closing Date: 23/04/2017

### **Benefits & Grade**

Grade O

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Interview Date**

05/05/2017

### **Job Description**

We have recently remodelled our early help service and are looking for an individual with drive, ambition and desire to deliver high quality early help services to children and families. You will have expert knowledge of working with children aged 0-5 years and their families and be able to demonstrate leadership in the field.

You will provide high quality, timely child and family focused needs assessment, analysis and intervention.

This is an exciting opportunity to join the team in supporting the achievement of improved outcomes for vulnerable children and families.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Sharon Quincey, Team Manager, on 01325 406163.

An online application form and further information is available from [www.darlington.gov.uk/socialcarecareers](http://www.darlington.gov.uk/socialcarecareers). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

# DARLINGTON BOROUGH COUNCIL

## CHILDREN'S SERVICES

### JOB DESCRIPTION

<b><u>POST TITLE :</u></b>	Advanced Early Help Practitioner
<b><u>GRADE :</u></b>	Grade O
<b><u>JOB EVALUATION NO.</u></b>	E3359
<b><u>REPORTING RELATIONSHIP</u></b>	Team Manager Early Help
<b><u>JOB PURPOSE :</u></b>	<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>
<b><u>POST NO.</u></b>	D13793
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	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 standards with reference to assessments, 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 and get out of intervention, in line with Service Objectives;
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 re. 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: December 2016

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**ADVANCED EARLY HELP PRACTITIONER**

**CHILDREN'S SERVICES**

**POST NO - D13793**

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	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.	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>2</b>	Approx. 2 years relevant post qualifying experience in Children's Services	<b>E</b>	
<b>3</b>	Approx. 3 years' experience of mentoring or coaching	<b>E</b>	
<b>4</b>	Working knowledge of the relevant current legislation such as Children Act 1989 and associated research	<b>E</b>	
<b>5</b>	Knowledge, understanding and practical experience in the application services	<b>E</b>	
<b>6</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
<b>7</b>	Approx. 2 years' experience working within Early Help setting	<b>E</b>	
<b>8</b>	Experience of undertaking assessments, planning, reviews, assessment and analyse information gained to inform escalation of need	<b>E</b>	
<b>9</b>	Experience of chairing a range of meetings and panels	<b>E</b>	
<b>10</b>	Experience of quality assurance and effective closure of own and others casework and adherence to timescales	<b>E</b>	
<b>11</b>	Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance	<b>E</b>	
<b>12</b>	Experience of staff management including performance management	<b>E</b>	
	<b>Skills</b>		
<b>13</b>	Ability to be responsible for an allocated case load, including assessment and management of risks	<b>E</b>	
<b>14</b>	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	<b>E</b>	
<b>15</b>	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	<b>E</b>	
<b>16</b>	Ability to analyse and interpret information gathered during the assessment process	<b>E</b>	
<b>17</b>	Ability to monitor the understanding of others, develop approach and take corrective action if required	<b>E</b>	
<b>18</b>	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	<b>E</b>	
<b>19</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager if required	<b>E</b>	

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	
<b>Personal Attributes</b>			
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	
<b>Special Requirements</b>			
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	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.