

**Job Description**

**Job Title: Team Manager Early Help Locality Team**

**Salary Grade: Grade 8**

**SCP: 37-41**

**Job Family: People Care**

**Job Profile: PC5**

**Directorate: Children’s Services**

**Job Ref No:**

**Work Environment:**

**Reports to: Service Manager Early Help Locality Team**

**Number of Reports: 10**

**Purpose:**

To support the planning, management and co-ordination of early help in one Locality Team to ensure optimum support for children, young people and families, including oversight of the Troubled Families programme and our work with partners in the universal and targeted services. To deputise when required for the Service Manager Early Help Locality Team.

**Key Responsibilities:**

**Management of the provision of early help to improve outcomes for children, young people and families; contribution to the safe reduction of the numbers of children looked after**

* Contribute to the annual revision of the Early Help Strategy, the Partnership’s agreed approach to the provision of early help and support to families to enable them to support themselves better.
* Support the maintenance of strong links with our partners on the Children’s Strategic Partnership and the Sunderland Safeguarding Children Board (SSCB) to ensure that responsibility for the provision of early help is understood and agreed by all partners and that all partners contribute to meeting the aims of the Early Help Strategy.
* Support the Council and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Early Help.
* Promote the work of the Early Help Service among partners, celebrating success and encouraging improvements in service provision at all levels.

**Co-ordination, with your peers managing the other locality teams, of the Troubled Families Programme to improve outcomes for children, young people and families**

* Contribute to the annual revision of the Troubled Families Plan, the Partnership’s agreed approach to the identification and support for those families meeting the national criteria.
* Be accountable, with the Service Manager, for the Troubled Families statistical and financial returns to central Government and for claiming optimum funds to contribute to the work of the early help services. Ensure all national guidelines are followed.
* Support the Council and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Troubled Families.
* Promote the work of the Early Help Service in respect of Troubled Families, celebrating success and encouraging improvements in service provision.

**Delivery of high-quality early help services in Sunderland and the management of one of three Locality Teams**

* Deputise for the Service Manager in his/her absence.
* Ensure delivery of optimal early help to children, young people and families using a “Think Family” approach, either directly through the Locality Team or indirectly through the contribution of partners (eg schools, health visitors, midwives, third sector organisations, Children’s Centres, police).
* Alongside the Service Manager, have responsibility for and ensure management grip of the direction, control and co-ordination the work of the Locality Team, to include the TF Programme, including a range of services based at or delivered from a range of locations across the locality.
* Alongside the Service Manager, monitor and quality assure the impact of the early help service delivered by the locality team, including TF, and, in so far as it is possible, the services provided by partners to ensure consistent application of thresholds and support offered to children, young people and families.
* Work closely with Children’s Social Care to ensure that “Step up” and “Step down” procedures are understood and adhered to by all parties.
* Ensure that all appropriate Early Help, safeguarding, child protection and staff conduct and safety policies are reviewed and disseminated regularly.
* In the absence of the Service Manager, ensure that any complaints received about the work of the Locality Team are investigated promptly and dealt with appropriately.

**Management and supervision of staff**

* Directly manage several operational staff within the Locality Team.
* Have responsibility for the supervision, motivation, performance and appraisal of staff drawn from different professional backgrounds, ensuring that roles and responsibilities are appropriately assigned within the multi-agency setting, and dealing with any capability and/or disciplinary issues where appropriate.
* Conduct case-file audits and other ‘work-sampling’, accurately judge the quality of the work being delivered, provide constructive feedback to staff and support the development of excellent practice.
* Have responsibility for staff development and training, ensuring that the annual training plan is delivered.

**Training across the Partnership**

* Support the development of early help training modules for the SSCB
* Be part of the team delivering multi-agency training about early help and other aspects of support for children, young people and families
* Be a source of advice to partners about early help, their roles and responsibilities and support them to deliver effective early help in line with those agreed responsibilities

**Person Specification**

**Job Title:** Early Help Locality Team Manager

**Role Profile reference:** PC5

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| **Essential Requirements**  |
| **Qualifications:*** Degree in an appropriate discipline, or current significant experience in a similar role.
* Level 2 English (Grade C GCSE or equivalent)
* Level 2 mathematics (Grade C GCSE or equivalent)
* At least one accredited parenting, counselling, play therapy, mental health, domestic abuse or other relevant family intervention training qualification
* Must have access to transport and be able to work in the community
 | Application Form / Interview |
| **Significant experience of:*** Management of people/teams – including supervision of staff
* Working with children, young people and their families
* Working in a challenging and pressured environment
* Multi-agency, inter-disciplinary working
* Management of budgets
 | Application Form / Interview |
| **Knowledge and understanding of :**:* The problems faced by children, young people and their families nationally, regionally and locally
* The legal framework pertaining to safeguarding and child protection
* Human Resource (HR) processes and procedures
* The Troubled Families programme
* SEND Code of Practice
 | Application Form / Interview |
| **Ability to:*** Deputise at a higher level
* Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding
* Engage in meaningful professional relationships with children, young people and their families and partners who work with families
* Communicate effectively with a range of audiences and in a variety of formats (verbal and written)
* Assess, plan, review and measure progress towards agreed outcomes for children, young people and their families
* Work independently, flexibly and on own initiative
* Make decisions and problem-solve
* Recognise and respond appropriately to risk
* Respond professionally to high levels of challenge
* Offer support and guidance to team members
* Trains staff and partners in the delivery of Early Help
* Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards
 | Application Form / Interview |

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**Date**: December 2018