# Job Description

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| Post title | Inclusion Practitioner |
| JE Reference No | N10880 |
| Grade | Grade 9 |
| Service | Children and Young People’s Services |
| Service Area | Early Help Inc & Vnble Children, One Point & Think Family Service |
| Reporting to | The Senior Early Help Adviser with matrix management arrangements with Inclusion and Behaviour Panel Chair/representative |
| Location | Your normal place of work will be one of the One Point Hubs, but you may be required to work at any Council workplace within County Durham. |

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| DBS | This post is subject to an enhanced disclosure |
| Flexitime | This post is eligible for flexitime |
| Politically restricted | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** | |
| Work collaboratively with the Behaviour and Inclusion Panels to ensure young people have accessible and inclusive educational opportunities which meets their needs. The postholder will proactively engage young people, parents and carers to address barriers to educational opportunities and support successful progression into adulthood. The role will develop effective links between home and the education provider to ensure the holistic needs of the young person is fully understood. The role will also provide support and challenge to young people and their family to encourage their involvement in the school or alternative provision environment and thereby encouraging the positive participation in learning. | |

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| **Duties and responsibilities** |
| **Listed below are the responsibilities this role will be primarily responsible for**:   * Work positively, persistently and assertively with young people to reduce their risk of exclusion and engagement in educational opportunities * Work positively, persistently and assertively with parents and carers to reduce barriers to education for their child/ren * Work with the Inclusion and Behaviour and Partnerships to ensure there is an effective and equitable approach to managing children with additional needs preventing permanent exclusions and reducing fixed term exclusions * Undertake key actions as directed by the Inclusion and Behaviour Panel which support the young person access appropriate educational opportunities * Act as a mediator between school and home to ensure the holistic needs of the young person are understood to ensure the best educational outcomes * Work in partnership with SEND and Inclusion Team to ensure that a clear defined approach is in place to support children with specialist needs and that SEN support and EHCP statutory requirements are fulfilled * Ensure effective and timely support to maintain children where possible within mainstream settings and reducing the need for specialist placements * Co-ordinate the undertaking of proportionate whole family multi agency single assessments in partnership with families and key partner organisations; analyse need and risk within timescales * Co construct outcome focused family plans using solution focused, strength based methods, in partnership with children, young people and their families/carers within timescales and empower families to make long term sustained change * Working with parents to enable them to identify, acknowledge and meet their own and their children’s needs, develop life skills, build resilience and self confidence and make and sustain effective change and reduce vulnerability * Developing and delivering planned interventions with a clear focus on SMART outcomes in order to meet needs and improve outcomes for children, young people, their carers and families who are in need of support * Work with the family and agencies to agree shared ownership, responsibilities, and the sequencing co – ordination of the support available to deliver time limited objective * Work with parents and families to develop confidence to engage with services and other support from the statutory, voluntary and the independent sector * Making and maintaining high quality and appropriate professional relationships with children and their families that enable positive change to take place * Develop a range of approaches to engage and build an effective working relationships with parents and families * Support young people to make effective transitions * Develop effective links with colleagues across Early Help Inclusion and Vulnerable Children Service to coordinate effective offers of support to meet whole family’s needs * Work with School and/or Alternative Provider to ensure the educational opportunities meet the needs of the young person * To participate in and adhere to safeguarding procedure as defined by the Durham Safeguarding Children’s Partnership Policy and Procedures * To work in partnership with other areas of the service, council and with partners to add value to existing work and create new collaborative opportunities * In consultation with the line manager, to undertake relevant training as necessary to enhance personal skills and professional development. |
| **Organisational responsibilities** |
| **Values and behaviours**  To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.  **Smarter working, transformation and design principles**  To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.  **Communication**  To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.  **Health, Safety and Wellbeing**  To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.  **Equality and diversity**  To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.  **Confidentiality**  To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.  **Performance management**  To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.  **Quality assurance (for applicable posts)**  To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.  **Management and leadership (for applicable posts)**  To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.  **Financial management (for applicable posts)**  To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.  The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager. |

# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Level 5 qualifications relevant to the post. | * Professional qualification in a relevant field such as Health, Social Care, Education,(BA Hons SW, Degree in social work or equivalent social work qualification, i.e. CQSW, CSS or Dip SW with GSCC registration, RN or Registered Nurse Learning Disabilities (RNLD), Qualified Teacher Status, or equivalent)   + - OR * Degree Qualification in relevant subject * Evidence of continuous professional development. |
| **Experience** | * Recent experience of working and supporting vulnerable children and families in the home and community settings * Recent experience of working with education to address barriers to effective engagement of educational opportunities for children and young people * Experience of delivering planned interventions using evidence-based practice leading to improved outcomes * Experience of acting as a Lead Professional coordinating and delivering on specific plans * Experience of working as part of a multi-disciplinary team * Experience of partnership working to achieve desired results * Experience of responding effectively to safeguarding issues and concerns * Experience of group facilitation * Experience of working with a range of professionals, external partner agencies and service providers | * Recent and substantial experience of direct work with families in the community who have complex needs |
| **Skills &**  **Knowledge** | * Knowledge of the physical, emotional, intellectual and social needs of children and families * Integrated multi agency working processes and practices for safeguarding children, young people and vulnerable adults * Knowledge and understanding of the values and principles underpinning whole family intervention * Inter-personal skills – able to work in an assertive but supportive manner and to work effectively as part of a team and in partnership with a wide range of external agencies including schools and Alternative Providers * Knowledge of a wide range of services and resources provided in the statutory, voluntary and independent sectors * Ability to communicate effectively, both verbally and in writing * Experience of solution focused, strength based, motivational methods of assessment and intervention * Persistent and proactive approaches in engaging children, young people and their families * Understand the nature of effective relationships * Establishing and maintaining professional boundaries * Understand information sharing, consent and confidentiality * Goal planning, monitoring and review processes * Problem solving skills – ability to be innovative and find creative solutions to implement change * Excellent communication skills * Ability to work under pressure and to meet deadlines * Government policies relating to children young people and families * Numerate * Excellent interpersonal skills * Excellent planning and organisational skills * Ability to prioritise workload * Excellent IT computer/keyboard skills * Excellent time management skills * Ability to form and maintain good working relationships * IT literate – Microsoft packages (Word, Excel, PowerPoint, email) | * Experience of coaching or mentoring staff |

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| **Personal Qualities** | * The ability to work flexibly to meet the needs of the service * Non-confrontational approach to problem solving * Open, honest and assertive manner * Supportive and challenging * Ability to respect confidentiality * Commitment to high quality service delivery * Good team player * Enthusiastic * Persistence * Empathy and positive regard * Warm, respectful and sensitive * Reliable * Strong sense of Self * Capable of independent travel to meet the requirements of the post. | * The ability to travel to, and between, various sites within the County to meet the deadlines of the job. |