

**Job Description**

**Job Title: Early Help Assistant Team Manager (Prevention and Participation)**

**Salary Grade: Grade 7**

**SCP: 26 - 30**

**Job Family: People Care**

**Job Profile: PC4**

**Directorate: Early Help**

**Job Ref No:**

**Work Environment: Agile**

**Reports to: Early Help Team Manager (Prevention and Participation**

**Number of Reports: 6 – 10**

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To support in a deputy role the management, oversight and co-ordination of the Holiday Activity and Food Programme and the lead the Prevention Bus for the city to ensure optimum outcomes for children, young people and families, including close monitoring of the Supporting Families programme and our work with partners in the universal and targeted services.

To deputise when required for the Early Help Team Manager (Prevention and Participation)

**Key Responsibilities:**

**Deputy management of the contribution of the Prevention and Participation Team to improve outcomes for children, young people and families as part of the wider Early Help Directorate. This will include an appropriate contribution to all Early Help targets and all Company targets in respect of children and young people**

* Support the Early Help Prevention and Participation Manager to deliver all aspects of their role.
* Deputise for the Early Help Prevention and Participation Team Manager when required.
* 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.
* 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 Prevention and Early Help and Supporting Families.
* Promote the work of the Prevention and Early Help Service, celebrating success and encouraging improvements in service provision.

**Co-ordination, oversight and accountability for the performance of the Wear Here 4 You Mobile provision**

* Manage, alongside the Early Help Team Manager (Prevention and Participation), all aspects of the work of the Prevention and Participation Team.
* Support the Service and Team Manager to make any performance returns as required by legislation and any local agreements.
* Ensure all statutory elements of the services are delivered as a priority and that performance is monitored against a rigorous framework.
* Support the Team Manager to improve the performance of the Wear here 4 You mobile provision.
* To work with a range of partners to develop a plan of delivery for the Wear Here 4 You Mobile provision
* To oversee the operational partnership steering group feeding into the Strategic Steering Group.

**Delivery of high-quality prevention and interventions services in Sunderland**

* Deputise for the Team Manager in his/her absence.
* Support the Team Manager to ensure delivery of the Holiday Activity and Food Programme
* Where possible and appropriate this will be part of wider family support using a “Think Family” approach, either directly through the relevant Team, and/or alongside a multi-agency Early Help Team or indirectly through the contribution of partners (eg schools, health visitors, midwives, third sector organisations, Family Centres, police).
* Support the Team Manager to monitor and quality assure the impact of the service delivered by the prevention and participation Team 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.

**Management and supervision of staff**

* Directly manage several operational staff within the prevention and participation 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.
* Support staff development and training, in line with the annual training plan.

**Training across the Partnership**

* Support the development of early help training modules for the SSCP
* 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 prevention and early intervention work in line with those agreed responsibilities

**Other**

* Support the Team Manager with the oversight of staff health and safety and buildings management where appropriate
* Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.
* To be able to work flexible hours as directed and required by the post, including evening and weekends

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

* Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.
* Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.
* This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).



**Person Specification**

**Job Title:** Early Help Assistant Team Manager (prevention and participation)

**Role Profile reference:** PC4

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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)
* 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 Supporting 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
* Train staff and partners in the delivery of Prevention and Early Help
* Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards
 | Application Form / Interview |

 **Author**: Jane Wheeler

**Date**: March 2022