

Job Title:	Early Help Assistant Team Manager
Team/Service Area:	Early Help
Salary/Grade:	Grade 7
Line Manager:	Team Manager Early Help Area Team
Direct Reports:	6-10
Location:	Your normal place of work will be with the Early Help Area Teams. You may be required to work at any Company recognised workplace.

This role is exempt from the Rehabilitation Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

About the Role:

To work alongside the Early Help Area Team Manager to support the planning, management, and co-ordination of early help in one Area Team.

To ensure optimum support for children, young people, and families, and our work with partners in the universal, targeted and statutory services.

To deputise when required for the Early Help Area Team Manager.

To carry up to 50% of a caseload of Early Help cases if required.

To liaise on behalf of the Early Help Area Team with managers and staff in Targeted Youth Services and Children Social Care, to ensure optimum multi-agency support to children and families

To provide expertise to the Early Help Area Teams in respect of **one** of the following areas (subject to change and revision at any time):

- Domestic Violence and Abuse
- Parenting
- Schools

Key Responsibilities:

- To support the Early Help Area Team Manager to deliver all aspects of their role.
- To support the Council and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and

analyses as are requested.

- To 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.
- To oversee staff health and safety and buildings management where appropriate. Attend staff meetings, briefings and training as required by the Director of Early Help.
- To safeguard and promote the welfare of children and young people.
- To champion equity, diversity and inclusion in all aspects of your work and the communities you assist.
- To promote the work of the Early Help Service, celebrating success and encouraging improvements in service provision.
- To deliver high-quality Early Help services, in Sunderland and the deputy management of one of five Area Teams.
- To be responsible for & ensure management have a grip of the direction, control and co-ordination for the work of the Area Team, inclusive of a range of services based or delivered from a range of locations across localities.
- To support the Team Manager, monitor and quality assure the impact of the Early Help Service delivered by the Area team and where possible, the services provided by partners. Thus, ensuring consistent application of thresholds and support offered to children, young people and families.
- To work closely with Children's Social Care to ensure procedures are understood and adhered to by all parties.
- To ensure that all appropriate Early Help, safeguarding, child protection and staff conduct, and safety policies are reviewed and disseminated regularly.
- To liaise with managers and staff in the Targeted Youth Services (TYS), ensuring Early Help Plans provide optimum multi-agency support to children and families.
- To ensure appropriate signposting and 'step-down' to TYS where appropriate.

Management and supervision of staff:

- To directly manage several operational staff within the Locality Team; numbers will be commensurate with the role.
- To be responsible for the supervision, motivation, performance, and appraisal of staff drawn from different professional backgrounds, ensuring roles and responsibilities are appropriately assigned within the multi-agency setting.
- To deal with any capability and/or disciplinary issues where appropriate.
- To 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.

- To be responsible for staff development and training, ensuring that the annual training plan is delivered.

Provide expertise in one specialist area (subject to change or revision at any time):

- To lead on the parenting offer for one area of the City: co-ordination, delivery, training.
- To lead on liaison with schools for one area of the City: work with school staff, promote Early Help, encourage the take-up of EH Service Level Agreements, support the delivery of EH training in schools.
- Lead on the interface between EH Services and Domestic Violence and Abuse (DVA) services across the City.

Delivering direct Early Help interventions to families

- To carry up to 50% of the case load of an Early Help Worker if required (in line with that Job Description, available separately). These cases may be those most complex.
- To lead by example as an expert practitioner in the delivery of Early Help support.

Training across the Partnership :

- To support the development of early help training modules for the SSCP.
- To be part of the team delivering multi-agency training about early help and other aspects of support for children, young people and families.
- To 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.

Our Expectations:

You must undertake this role in accordance with the requirements set out below:

- To comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- To uphold all relevant professional policies, standards and legislative requirements.
- To adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- To comply with the Freedom of Information Act 2000.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post. Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: July 2026

Author : Alanna Nixon

Person Specification – Early Help Assistant Team Manager

The requirements for this post and how candidates will be assessed are set out below.

Essential Requirements	Method of Assessment
Qualifications: • Degree in an appropriate discipline, or current significant experience in a similar role. • At least one accredited parenting, counselling, play therapy, mental health, domestic abuse or other relevant family intervention training qualification.	Application Form
Experience of: • Managing 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. • One of the required areas of expertise (schools, parenting, DVA).	Application Form/Interview
Knowledge and understanding of: • The problems faced by children, young people and their families nationally, regionally and locally. • Human Resource (HR) processes and procedures. • Ofsted requirements. • SEND Code of Practice.	Interview
Skills and Abilities • To deputise at a senior level. • To 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. • To communicate effectively with a range of audiences and in a variety of formats (verbal and written).	Interview

• To assess, plan, review and measure progress towards agreed outcomes for children, young people and their families. • To make decisions and problem-solve. • To recognise and respond appropriately to risk. • To respond professionally to high levels of challenge. • To offer support and guidance to team members. • To work independently, flexibly and on own initiative. • To train staff and partners in the delivery of Early Help. • To prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards.	
Other Requirements • Willingness to participate in the TfC in-house Leadership and Management Programme (Cultivate/Empower/Elevate). • Commitment to Equal Opportunities • Must have access to transport and be able to work in the community.	Interview

