

|   |  |  |
|---|--|--|
| <b>Job Title:</b><br>Youth Practitioner                   | <b>Service Area:</b><br>0-19 Children's Health and HeadStart |  |
| <b>Directorate:</b><br>Children and Young People Services | <b>Post Number:</b><br>148732 LBN                            | <b>Evaluation Number:</b><br>FROM HRMI<br>SYSTEM |
| <b>Grade:</b><br>JNC (21-24)                              | <b>Date last updated:</b><br>July 2021                       |  |

## Introduction

HeadStart Newham is an innovative National Lottery Community funded service which supports thousands of adolescents with emerging mental health difficulties and their surrounding teachers and parents in Newham, an exciting, culturally diverse part of London. The service is delivered by youth workers, teachers, psychologists, community organisations, adolescent and parent peer facilitators. ([www.headstartnewham.co.uk](http://www.headstartnewham.co.uk))

The service supports its target population of young people directly with targeted evidence based activities, a number of online based activities and a menu of exciting community based creative and sports activities. Additionally it supports the schools and parents around these young people to in turn support them.

You will have a history of working with vulnerable young people with the skills and attributes to build excellent working relationships with young people, school staff, parents and other professionals working around the young person. You will understand the challenges families face and have a sensitivity to working with schools and in the community to support young people to thrive and flourish.

As a significant member of this service, you will be willing to get stuck in, working in a demanding and challenging context, positively responding to challenges with creative thinking and a can-do attitude.

## Job purpose:

- To promote the emotional well-being and positive mental health of children and young people through 1:1 work and the implementation of evidenced based group interventions.
- To provide purposeful support and guidance in the context of a challenging inner city environment; creating or supporting personal plans that combine direct delivery, virtual delivery, on-line tools and using integrated support services.

- To apply principles of effective intervention and provide quality service to achieve positive, measureable outcomes for families and best value.
- To embrace hub working structure and work seamlessly across school and community settings.

### **Service Values**

- We accept people for who they are and where they are. We proactively provide support and challenge to achieve more and to realise our vision.
- To us, commitment means that even in the face of challenges we do not give up. Remaining committed to our vision strengthens the integrity of the HeadStart programme.
- We believe that through the work we do, we cultivate and strengthen young people's will to endure, no matter what happens, with courage, confidence and patience empowering them to overcome the obstacles they face.
- We believe empathy connects us to our common humanity, allows us to reflect on others' experiences and moves us to seek social justice for the young people we work with.

### **Job Context**

1. Full-time for this role (36 hours per week)
2. The post holder reports to one of the two Mental Wellbeing and Resilience Managers
3. The post holder will be required to take annual leave only during school holidays. Leave requests will be considered during term time in exceptional circumstances.
4. The post holder will be required to work to a flexible schedule involving some extended afternoons, evenings and, occasional weekends.
5. The post holder will need to work flexibly at various locations and hubs across Newham. Working from home may be necessary dependent on current government guidance.

### **Job Description**

You are dynamic and driven to achieve personal and team goals. You are:

- Able to work in various settings in partnership with children, young people, their families, schools and with carers, community provisions and other providers including statutory and/or third sectors to deliver self- directed services.

- Takes personal responsibility for making things happen and takes pride in delivery high quality work; actively looking for ways for improve
- Flexible in your approach and able to think creatively in a demanding and challenging context, positively responding to challenges with a can-do attitude.
- Resilient, able to handle the responsibility that dealing with the emotional well-being of vulnerable young people can bring
- Able to make decisions at a level appropriate to the role, achieves success, create innovation and embrace change.
- Able to examine and understand the evidence base
- Able to come up with innovative ideas, to motivate young people, parents/ carers and professionals to buy into the service
- Able to demonstrate continuing development related to role and contribute positively to the process of supervision, reflective practice, development reviews.

### **Education, qualifications or experience**

- Experience of 1:1 casework and/or group work; delivering evidence based strategies and interventions to promote a young person's positive wellbeing and mental health in a range of settings: including working with individuals, small groups or whole classes
- Politically and creatively aware and 'plugged in' to issues affecting young people today
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership
- Ability to operate within professional boundaries when developing and maintaining relationships with young people and their families
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour

### **Key Tasks and Accountabilities:**

#### **1:1 casework and group interventions**

- Welcoming and engaging with children and young people who have been referred via another agency or self-referral into HeadStart
- Facilitating conversations with children and young people, to understand their story and to identify the issues affecting them and giving information and guidance about services and opportunities to help with their emotional needs and resilience
- Case management of 1:1 or group work; working with young people to develop or implement a personal plan combining for example counselling with local

providers, on-line support and positive activities. Coordinating regular reviews of the personal plan with the young person and other agencies, if involved.

- Working in partnership with other key professionals including Early Help, Schools, Social Care, Youth Empowerment Service, Children's Health, CAMHS and the voluntary and community sector regularly to identify and when further targeted or clinical support may be needed.
- Efficiently managing the work load and ensuring that all contact work and outcomes are documented evaluated and that data is inputted on a weekly basis to feed into reporting to the school senior leadership team and wider performance management boards
- Responsible for managing and day-to-day troubleshooting of planned interventions in schools to ensure that targeted activities take place.
- Responsible for reporting to the school senior leadership team and internally the HeadStart Schools delivery leads.
- Other tasks as required within the role.

### **Recruiting Young People**

- Promote activities to specific young people and meet and screen others who self-refer and are referred to the programme.
- Recruit and support young people to engage with different activities across HeadStart and more widely Brighter Futures through a range of strategies.
- Recruit young people to be a part of HeadStart Alumni and Youth Panel.
- Actively promote and share up to date information about the HeadStart programme and training offers with school links, young people and other professionals.

### **Safeguarding**

- Responsible for identifying and reporting any safeguarding concerns to Designated HeadStart lead and compliance with the HeadStart safeguarding process.

### **Training and Development opportunities**

- Reflective Practice supervision sessions; both group and 1:1
- Complete Outcome star training and refresher sessions
- Complete LBN Mandatory training or any other relevant training (as requested by Mental Wellbeing and Resilience Managers) in timely manner
- Weekly Practitioner team meetings
- Fortnightly Team Think sessions to promote solution-focused thinking and peer support as frontline Practitioners.
- Termly training

- Opportunity to work alongside and learn from a multi-disciplinary team of specialist mental health practitioners, parent facilitators' community practitioners and researchers.
- Yearly Development Reviews
- Access to LBN Training and Development.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

**PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

|   |                                     |   |
|---|-------------------------------------|---|
| <b>Job Title:</b><br>HeadStart Youth Practitioner | <b>Service Area:</b><br>HeadStart   |   |
| <b>Directorate:</b><br>Brighter Futures           | <b>Post Number:</b><br>148732 LBN   | <b>Evaluation Number:</b><br>FROM HRMI SYSTEM |
| <b>Grade:</b><br>JNC (21-24)                      | <b>Date last updated:</b> July 2021 |   |

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job unless otherwise specified. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA  | METHOD OF ASSESSMENT |
|---|----------------------|
| <b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> <li>NVQ Level 2 (minimum) in a children and young person related field or significant equivalent demonstrable experience of delivering formal or informal education with young people</li> <li>Minimum 5 A*-C grade GCSEs (including Maths and English)</li> <li>Significant facilitation experience and experience of designing and developing training resources and materials.</li> </ul> | Application Form     |
| <b>KNOWLEDGE:</b> <p>A thorough knowledge of current issues affecting young people's mental health and wellbeing, including the philosophy and practice which underpins youth and outreach work and how this can be used to support young people to engage with activities and overcome some of the barriers they face.</p> <p>Knowledge of the local demographic within Newham</p>   | Application Form     |

|  |                                       |
|--|---------------------------------------|
| <p>Understanding of relevant Health and Safety and child protection procedures.</p> <p>Good knowledge, understanding and ability to use a wide range of ICT applications; including Zoom, google docs, you tube, word and excel.</p> <p>Good standard of literacy (including spelling, punctuation and grammar) and numeracy.</p> <p>Desired:</p> <ul style="list-style-type: none"> <li>- Experience of using a trauma sensitive/informed approach.</li> </ul>  |                                       |
| <p><b>EXPERIENCE:</b></p> <p>Significant experience of providing formal and informal learning opportunities for vulnerable young people in schools, youth provisions, community or voluntary sectors.</p> <p>Experience of 1:1 casework and/or group work; delivering evidence based strategies and interventions to promote a young person's positive wellbeing and mental health in a range of settings: including working with individuals, small groups or whole classes</p> <p>Delivered structured learning activities in the school and community settings.</p> <p>Planning, delivering and evaluating projects in schools, youth provisions or community and voluntary sectors.</p> <p>Supported young people to take a lead in delivering projects</p> <p>Experience of developing strong and supportive working relationships with new organisations, schools, parents and carers.</p> <p>Experience of delivering training with and for young people.</p> <p>Desired:</p> | <p>Application Form and Interview</p> |

|   |                                       |
|---|---------------------------------------|
| <ul style="list-style-type: none"> <li>• Experience of working with young people and school communities; organising virtual meetings and events, creation of online content and use of a variety of platform, social media know how.</li> <li>• Experience working with young people with SEND and support needs</li> <li>• Virtual delivery, planning and implementation experience.</li> <li>• Experience of promoting positive mental health and wellbeing.</li> </ul>   |                                       |
| <p><b>SKILLS AND ABILITIES:</b></p> <p><b>Planning and Organising</b><br/> Ability to organise own workload and ensure work is completed to a high standard and to deadline.</p> <p>Ability to assess young people's individual needs and differentiate programme and materials accordingly</p> <p>Ability to successfully plan and deliver projects to a timescale.</p> <p>Ability to manage time effectively with low support needs and able to prioritise work effectively.</p> <p>Using the evidence base to inform planning, measure progress and achieve rationale based outcomes.</p> <p><u>Ability to work to Key Performance Indicators</u></p> <p><b>Problem Solving and Initiative</b><br/> Experience of contributing and using judgement to find innovative ideas in order to solve problems.</p> <p>Ability to make decisions at a level appropriate to the role, achieves success, create innovation and embrace change.</p> <p><b>Teamwork and development</b><br/> Able to demonstrate continuing development related to role and contribute positively to the process of supervision, reflective practice, development reviews.</p> <p>Proactively seek out and use current reports, research and government guidance and policy in the field of mental health and wellbeing.</p> | <p>Application Form and Interview</p> |



|  |                                       |
|--|---------------------------------------|
| <p>Take personal responsibility for aims, objectives and outcomes</p> <p>Able to lead, collaborate and work with colleagues and school and community partners to improve outcomes for young people.</p> <p>Able to be part of challenging conversations to resolve difficulties in practice and further develop skills and practice through supervision and reflective space.</p> <p><b>Communicating and Influencing</b><br/>Excellent communication, influencing and networking skills and ability to negotiate effectively and achieve desired outcomes.</p> <p>Ability to embed and model the values of HeadStart through all interactions and practice</p> <ul style="list-style-type: none"> <li>• Empathy</li> <li>• Non-judgemental</li> <li>• Active and reflective listening skills</li> <li>• Validating and acknowledging</li> <li>• Boundaries and role modelling behaviours</li> </ul> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>A good understanding of safeguarding processes and your role in recording and reporting safeguarding concerns.</p> <p>Commitment to work to LBN policies and procedures.</p> |                                       |
| <p><b>PERSONAL STYLE AND BEHAVIOUR:</b><br/>Passionate about improving life chances for vulnerable young people and their families.</p> <p>Champions equity for young people and equality and diversity in their practice</p> <p>Dynamic and driven to achieve personal and team goals.</p> <p>Ability to work in a flexible way.</p> <p>Takes personal responsibility for making things happen.</p>   | <p>Application Form and Interview</p> |

|   |  |
|---|--|
| <p>Ability to work efficiently and effectively and actively looks for ways of improving services and outcomes for young people. Takes pride in delivering high quality work.</p> <p><b>Perseverance</b><br/>Shows energy, creativity, determination and a high drive for achieving outcomes</p> |  |
| <p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p>   | <p>Satisfactory clearance at conditional offer stage</p> |