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| Job Description |  |

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| **Job Title: Early Help Practice Development Coach** | **Service Area**: **Family Hubs and Prevention** | | |
| Directorate: Children and Young People’s Service | **Post Number:** | **Evaluation Number:**  **7504** | |
| **Grade: PO2** | **Date last updated:** February 2025 | | |
| **People at the heart of everything we do**  We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.  **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.  **Corporate parent**  We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017. | | |

Overall Purpose of Job

To be responsible for embedding Newham’s relational, systemic and restorative practice model within the four Locality areas, promoting the use of the Early Help Record and Lead Practitioner role to meet the needs of vulnerable children, young people and families in a holistic and family focused manner. To train, coach and support the wider early help workforce (i.e. early years’ settings, schools, community, voluntary and faith sector and health professionals) to be able to identify early and coordinate effective support around the family in a consistent and joined up approach. This role will also support the professional development of Council-led early help services at all levels and stages.

Job Context

The post holder will report to the Family Hubs Manager.

1. The post holder has no line management or budgetary responsibilities.
2. The post holder will work flexibly across Family Hubs and Prevention Services, responding to universal workforce development needs.
3. The post holder will be community-based across different sites and locations including the Family Hubs, universal services and commissioned providers.
4. This role is a public facing role, requiring travel across Pan-Newham.

Key Tasks and Accountabilities:

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

To undertake all responsibilities listed below:

1. To provide consultation and direct mentoring, coaching and professional support across Children’s services and the wider early help partnership in order to implement the early help framework and Newham’s practice model.
2. To embed the Lead Practitioner and Team around the Family approach across the early help system in line with Working Together to Safeguard Children (2023).
3. To undertake partnership early help audits and practice reviews to support continuous service improvement and development.
4. To manage the administration of the Family Hubs and Early Help Training and Development programme as part of the Social Care Academy, keeping the course calendar and attendance information updated.
5. To enable practitioners to understand Newham's threshold of need and promote early identification of children and young people at risk of exclusion, exploitation and involvement in youth violence.
6. To support the facilitation of the fortnightly Early Help Lead Practitioner Panel and Community of Practice termly networks, bringing multi-agencies together to share good practice, local themes/needs and to embed relational ways of working.
7. To devise and deliver training sessions, briefings and advice that caters to the different roles that exist across the early help system from ‘Signposter to frequent Lead Practitioner’.
8. To assist with home visits, case consultations and virtual meetings where needed, to model effective practice and supportive conversations with families.
9. To coach and support professionals to chair Team around the Family meetings (TAF) and coordinate services around the needs of the family.
10. To facilitate ‘Team around the school’ meetings, to consider interventions, support plans and pathways in response to identified needs.
11. To hold a small caseload of families that are being supported by a universal setting (when required) to strengthen practice and to respond to identified needs.
12. To be the lead contact for staff for partner agencies seeking advice, guidance and support about the Early Help Pathway and Early Help Assessments.
13. Provide training and ongoing support to community Family Hub and Early Help Champions.
14. To use negotiating and influencing skills to identify and enable different agencies to undertake the Lead Practitioner responsibilities with ongoing support.
15. To foster and build effective relationships with partners within the Local Authority and beyond to enable families to receive timely support when needed.
16. To work effectively with Practice Development Social Workers (PDSWs) to support staff professional development across all levels of needs.

# **Other Duties**

# 14 To work as part of a team of officers and other key stakeholders to provide a coherent, comprehensive approach to Early Help across schools and other universal services and voluntary organisations.

# 15 To work collaboratively with Practice Development Social Workers to support integration that strengthens development of an organisational learning culture as part of the Social Care Academy.

16 To support the use of the Family Information Service directories, SEND local offer, desktop research, etc. to identify appropriate routes of support and intervention for families.

17 Be aware of and stay updated on the national safeguarding agenda and key legislation relating to safeguarding children.

## 18 Attend and actively participate in services and team meetings.

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| Personal Specification |  |

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| Directorate: Children and Young People Service | **Post Number: Fusion** | **Evaluation Number:**  **7504** |
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| **IMPORTANT INFORMATION FOR APPLICANTS** |
| The criteria listed in this Person Specification are all essential to the job. 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. |

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| **EQUALITY AND DIVERSITY** |
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| **PROTECTING OUR STAFF AND SERVICES** |
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| **CRITERIA- Essential** | **METHOD OF ASSESSMENT** |
| **KNOWLEDGE:**  Knowledge of early help best practice and evidenced based research.  Knowledge and understanding of current statutory guidance relating to Keeping Children Safe in Education and Working Together to Safeguard Children 2023.  Knowledge of local services and pathways to support  Knowledge of systemic principles and applicability | Application and Interview  Application and Interview  Application and Interview  Application and Interview |
| **EDUCATION/QUALIFICATIONS**  Educated to degree-level or equivalent in a relevant area, or by experience.  Evidence of continuous professional development.  Evidence of having undertaken further systemic practice training is desirable. | Application and Interview  Application and Interview  Application and Interview |
| **SKILLS AND ABILITIES:**  The ability to develop positive working relationships with others with demonstrable negotiating and persuasive skills.  The ability to manage conflicting demands and priorities to ensure deadlines are met.  Confident and persuasive communicator both verbally and in writing  Ability to challenge, influence and support senior staff to recognise their role in relation to all aspects of safeguarding  Ability to maintain accurate recording using a database  Understanding of the concepts underpinning good early help practice  **EXPERIENCE:**  Experience of acting as a Lead Practitioner for families, convening TAF meetings and maintaining a caseload.  Evidence of successful experience working with senior leaders and other professionals across the partnership including Family Hubs, education, children centres, health, community, voluntary and faith groups.  Experience of providing high quality services to children, young people and families.  Successful experience of developing and maintaining good working relationships with a wide range of customers/stakeholders.  Experience of successfully working in a team.  Demonstrable commitment to and experience in diversity issues within service provision and employment practices and evidenced achievement of positive outcomes.  Experience of working in a fast paced and agile environment with the ability to manage constant change and reprioritise accordingly.  Experience facilitating one to one coaching, mentoring and group based training for multiagency professionals. | Application, Interview and Test  Application and Interview  Application, Interview and Test  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview |
| **PERSONAL STYLE AND BEHAVIOUR:**  Demonstrates ability to build and maintain effective working relationships with peers and external partners.  Demonstrates resilience and sensitivity  Skilful ability to problem solve across services and partner organisations by keeping a focus on the best outcomes for children.  Commitment to collaborative working  Good negotiation and persuasion skills. | Application and Interview  Application and Interview  Application and Interview  Application and Interview  Application and Interview |
| **OTHER SPECIAL REQUIREMENTS**:  Willingness and ability to work occasional evenings and weekends to maintain service delivery.  This post is subject to an enhanced DBS check. | Application Form/Interview  Satisfactory clearance at conditional offer stage |