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| Job Description |  |

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| **Job Title:**Early Help Practitioner  | **Service Area**:Targeted Early Help Service |
| Directorate:CYPS  | **Post Number:** | **Evaluation Number: 7509** |
| **Grade:** PO1 | **Date last updated:**February 2025 |

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| **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. |

**Overall Purpose of Job**

To work within locality-based teams as part of Newham’s targeted Early Help offer:

The Practitioner will be case holding and responsible for completing planned purposeful and focused (PPF) interventions for assigned families.

To take on the Lead Practitioner role; completing timely and robust whole family assessments and family plans, and convening multi-agency team round the family (taf) meetings, ensuring holistic family support that adheres to the principles of one family one plan.

To work collaboratively with families and multi-agency partners ensuring:

* A qualitative relationship between Practitioner, multi-agency network, and family
* A focus on developing skills, capacity and resilience, assisting family to identify and build a supportive network
* Adopting a task and solution focused approach
* Providing assessments and case recordings that are written in user friendly language that cares.
* Proactively identify and forge positive working relationships with a range of local partners and be proactive and innovative in identifying areas for joined up working
* Promote Newham’s Early Help offer across Universal Services, Education, Health, Family Support & Safeguarding Service and community partners and stakeholders.
* Embrace Newham’s Practice Framework ‘Circles of Support; Co-production, Curiosity, Compassion, Confidence, Clarity, Community.

**Job Context**

* The post holder is part of Newham’s Early Help Service, which is committed to working with families to bring about positive, sustainable and measurable change.
* The post holder reports to the locality targeted Early Help Manager.
* The post holder has no line management responsibility.
* The post holder has no budgetary responsibility.

**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.

1. To be fully conversant with Newham Thresholds for help, support and protection, ensuring any cases where safeguarding concerns arise are immediately escalated for discussion / review with the locality targeted Early Help Manager.
2. To provide planned purposeful and focused interventions to a caseload of families in line with the Early Help principles and pathways.
3. Contacting newly allocated families within 48 hours of receipt, to affirm consent, discuss support needs prompting referral, and seeking parental view, wishes and feelings.
4. Ensure timely and robust assessment of the family’s needs is based on information gathered from MASH contacts, multi-agency partners, and reflects the voice and lived experience of children and parents.
5. Ensure all necessary casework administration is timely and completed to a high standard, in accordance with Newham’s practice and relational recording standards.
6. Ensure that multi-agency team around the family (taf) meetings are convened, and parents, carers and child/ren’s voices are central to all decision-making, and family plans.
7. Develop and maintain effective communication with partner agencies, such as Education and Health, that strengthens joined up support available to children, young people and their families.
8. Ensure practice is planned, purposeful, focused (PPF), and underpinned by sound evidence-based theory.
9. To analyse, safety plan and monitor risk of harm to vulnerable children, seeking appropriate clinical and social work support regarding specific family circumstances, ensuring the right support at the right time is identified and meaningful change can occur.
10. To support families to build resilience and decision making abilities, by encouraging them to connect with community resources, build, and cultivate supportive peer relationships.
11. To be an ambassador for Early Help and its aims and objectives, supporting families to avoid crisis through earlier identification, mitigation and contingency planning.
12. Active participation in supervision and appraisal processes, demonstrating a continued commitment to your learning and development.
13. Contribute to a dynamic organisational culture by demonstrating Newham HEART values; Honesty, Equality, Ambition, Respect and Together.
14. Value and celebrate the diversity of our community and organisation through personal example, demonstrating your commitment to equality, diversity and inclusion.
15. Ensure a working knowledge of health and safety policies, inclusive of lone working, ensuring your procedural adherence at all times.
16. To carry out any other duties commensurate with purpose and grade of the job.

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| Personal Specification |  |
| **Job Title:**Early Help Practitioner  | **Service Area**:Targeted Early Help Service |
| Directorate:CYPS | **Post Number:** | **Evaluation Number:** |
| **Grade:**PO1 | **Date last updated:**February 2025 |
| 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. |
| **CRITERIA** | **METHOD OF ASSESSMENT** |
| EQUALITY AND DIVERSITY |
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| PROTECTING OUR STAFF AND SERVICES |
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| **KNOWLEDGE:**Enthusiasm for and commitment to Early Help aims and principlesAn awareness of relevant children’s legislation, policies and processesGood understanding and awareness of safeguarding principles and issues, including risk assessment.Demonstrable understanding of delivering culturally appropriate services that are responsive to the needs of children young people and their families  | Application/InterviewApplication/InterviewApplication/InterviewApplication/Interview |
| **QUALIFICATIONS:**A good quality all round education i.e. GCSE A - C or equivalent in core subjects and vocational studies A commitment to on the job training and development including an Introduction to Systemic Practice  | ApplicationApplication/Interview |
| **SKILLS AND ABILITIES:**Ability to assess need and risk and safety plan, analysing this information in order to reach conclusions on support required for familiesAn understanding of principles of effective intervention that achieve positive, sustainable and measureable outcomes for children and familiesAbility to creatively and meaningfully engage children and familiesAbility to make decisions at a level appropriate to the role, achieve success, create innovation and embrace changeAbility to work collaboratively with children and families, and multi-agency partnersAbility to work effectively and contribute to team developmentAbility to provide clear, accurate, and timely case recording and summaries, letters and reports, and the ability to present reports.Good written and verbal communication that influence desired outcomes for children and familiesAbility to prioritise competing tasks, and accountably meet timescales in accordance with Early Help pathways and proceduresDemonstrate commitment to your continuing learning and development, actively contributing to your supervision and appraisal processes Demonstrable IT skills and competenciesAbility to integrate an equalities, social inclusion and valuing diversities approach in service delivery | Application/InterviewApplication/InterviewApplication/InterviewApplication/InterviewApplication/Interview Application/InterviewApplication/InterviewApplication/InterviewApplication/InterviewApplication/InterviewApplication/InterviewApplication/Interview  |
| **OTHER SPECIAL REQUIREMENTS:**This role is subject to an Enhanced DBS check and is exempt from The Rehabilitation of Offenders Act (1974).Ability to undertake some evening and weekend work to ensure qualitative service delivery | ApplicationApplication |