

Job Description

Department: Children's Services

Division/Section: Children's Social Care

Job Title: Peripatetic Contact Supervisor

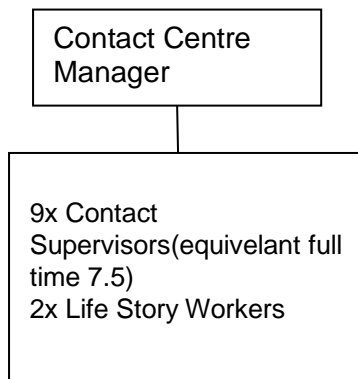
Post No: 004075

Grade: Grade 6

Reports to: Supervised Contact Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



Does the post
involve working
in regulated or
controlled
activity with
children or
vulnerable
adults?
CRB Check
applicable?

Regulated ☒ Controlled ☐ Neither ☐

Standard ☐ Enhanced ☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?

Yes ☐ No ☒

**Line Management
responsibility for:**

No. of direct reports: None

No. of indirect reports: None

Job Purpose:

To provide peripatetic contact supervision to children and young people and their families (who are separated and /or in court proceedings), during agreed periods of contact throughout Peterborough, and on occasion out of city.

Main Duties and Responsibilities:

1. To supervise contact sessions as allocated between children and family members at a number of contact venues throughout the city (and in some cases outside of the city) who are not living together, whilst ensuring the child's welfare is protected at all times
2. To attend Contact Agreement Meetings as required
3. To organize transport arrangements as necessary
4. To ensure venues are made inviting/ age appropriate for the child/ren and prepare refreshments
5. Facilitate contact that is safe, positive and promotes the family-child relationship
6. Observe the interactions and behaviours of all those present at the Contact, make factual notes during sessions
7. To mediate or intervene in the running of the contact session to ensure a safe and productive experience for the child/ren in line with Council policy and best practice guidance.
8. To liaise with a range of professionals about families as necessary and maintain case recording notes
9. To offer practical parenting skills, advice and guidance as necessary
10. To keep accurate factual written records of work undertaken and prepare assessments/reports to a professional standard
11. To attend reviews, case conferences and court, or provide information therein as requested.
12. To attend regular 1 to 1 supervision sessions and staff meetings as agreed

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health & Safety at work requirements as laid down by the employer.
	The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
	In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 16:6:15

COMPLETED BY:

**Eleanor Carey –
Specialist support
Services manager**

Person Specification

JOB TITLE:
 Peripatetic
 Contact
 Supervisor

POST NO:

GRADE: Grade 6

DEPARTMENT:

People and Communities

HOURS Full time
 (37 hours)

DIVISION:
 Children's Social
 Care

DIRECTOR:
 Wendi Ogle
 Welbourn

DATE:16:6;2015

COMPLETED BY: Eleanor Carey

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge and understanding of good customer care practices Understanding of core child development and appropriate behaviours 	<ul style="list-style-type: none"> Understanding of the Common Assessment Framework
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to remain objective and adopt a calm approach/influence with distressed children and /or parents Good observational and analytical skills Ability to work individually with family groups and recognise the potential for conflicting situations to arise and manage appropriately Ability to communicate effectively both verbally and in written format with service users and other professionals Ability to draft accurate factual records and provide assessments/ reports as appropriate. Skilled in the use of Microsoft applications. 	Understanding of current child care legislation
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with members of the public in face to face situations Experience of direct working with children/young people and their families. 	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English (Grade c) required and/or NVQ Level 2 	Child care qualification to NVQ level 3 (or equivalent)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Available to work evenings and weekends as required Current driving licence and access to a vehicle for work 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals	

	underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	