## 

## Job Description

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| **Department:** | Childrens Services |
| **Division/Section:** | Family Hubs |
| **Job Title:** | Family Hub Practitioner |
| **Post No:** |  |
| **Grade:** | Grade 7 |
| **Reports to:** | Family Hubs Parenting Coordinator |
| **Organisation Chart:**  **Show immediate manager and any jobs reporting to this post.** |  |
| **DBS Check applicable?** | **Basic**  **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: 0**  **No. of indirect reports: 0** |
| **Size of budget:**  (Per annum) | **- state whether *accountable* for (i.e., budget holder) or *accounting* for (e.g. monitoring)**  N/A |
| **Job Purpose:** | * To operate as a Family Hub practitioner within the Family Hub team in an agile fashion at a variety of outreach settings (including home visiting) within Peterborough City and its rural reach area providing 1:1 and group support to Children and their families. * To work closely with children’s services team to provide support for vulnerable children and their families. * To work in partnership with a range of multi-agency providers including Health Visitors, Midwives, Schools, Early Years providers to improve outcomes for identified vulnerable children and their families. * To be knowledgeable and proactive in supporting and encouraging children and families to take advantage of the Family Hub Digital and Virtual offer and other routes of advice and guidance. * To provide guidance to families about Baby and Child development to enable parents to support their child as they grow and achieve in health and education outcomes. * To facilitate and support peer groups where required. * The postholder will be expected to work flexibly across the 0-11 age range but may also be required to support work across the wider age range where needs arise in the district. * The post holder will be expected to operate a Whole Family approach in their practice and work around the times of the Family. As such, this post will be expected to work flexibly including, on occasions, at evening and weekends, and will be co-ordinated by Management as required. |

### **Main Duties and Responsibilities:**

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| 1. To plan and deliver focused support to children and families in the district through provision of 1:1 and topic-based group support. This may also include digital and online support. 2. To provide 1:1 and topic-based group support to children and their families who have been identified by Childrens Services to address issues highlighted by the assessment and plan. This will include contribution to assessments and plans where clear identified outcomes are to be achieved as part of the interventions. 3. To undertake early help assessments with families, and chair Team around the Family (TAF) meetings to track progress for families. 4. To work to strengthen the resilience of children and families by supporting them to access Digital service and information and guidance. 5. To work with parents and carers as the child’s first educators, supporting children’s developmental needs, stimulate learning, encouraging positive involvement in their development and education and reflect concepts of child development. 6. To support children and their families to identify and build positive networks across local communities. 7. Using evidence-based practice, provide support for children identified with social, emotional, and behavioural needs. 8. To plan and deliver parenting programmes and support for the home learning environment and support for vulnerable children and families that require transition support. 9. To work alongside multi agency partners, particularly schools to deliver high quality, evidence-based interventions to identified children and families to improve outcomes. 10. To ensure that outcomes are met, and key indicators are achieved in line with expected standards. 11. To ensure that the lived experience and voice of the child is central to all planning and delivery of support. 12. To ensure that children and their families are supported to participate in developing service design and service delivery as part of the co-design principle of Family Hubs, 13. Maintain records to a high and consistent standard in and all relevant documentation in line with policy and ensure that all electronic systems are updated and maintained as appropriate. 14. To ensure that the Supporting Families programme outcomes are supported. 15. To work flexibly according to the needs of the community which may include evenings, weekends as and when required using Family Hub sites and outreach venues. | |
| **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. |

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| **DATE: 13/01/25** |  | **COMPLETED BY:** | Fran Macklin |

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## Person Specification

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| **Job title:** | Family hubs Practitioner | **Directorate:** | Childrens Services |
| **Grade:** | Grade 6/7 | **Service / Team:** | Family Hubs Project Team |
| **Date:** | 13/01/25 | **Completed by:** | Fran Macklin |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | Sound knowledge and understanding of child development, and knowledge of parenting skills.    Sound knowledge of PCC’s safeguarding procedures    Understanding of the impact of inequality and deprivation on outcomes    Understanding of equality and diversity principles    Knowledge of special educational needs & disability    Knowledge and understanding of policy and practice developments relevant to children and young people in line with Childrens Services |  |
| **SKILLS & ABILITIES** | Ability to work effectively as part of a team and self-directed.    Ability to plan, deliver and evaluate effective interventions.    Ability to communicate effectively with children and their families and build trusting relationships.    Ability to deal with difficult/sensitive situations.    Ability to handle confidential information.    Organisational abilities and accurate record keeping skills  Ability to lone work when needed |  |
| **EXPERIENCE** | Experience of working with vulnerable children, young people, and families in the public, private or voluntary sector    Experience of engaging and gaining the trust of children, young people, and their families    Experience of working in a multi-agency environment  Experience of delivering interventions within the home setting and community setting  Experience of creating accurate, timely and concise written records including assessments in line with standards. | Experience of using Early Help Module (Liquid Logic) |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) in Childcare, Health and Social Care or a relevant field, or evidence of relevant and substantial experience | Children, young people and families practitioner (level 4) |
| **PERSONAL CIRCUMSTANCES** | Willingness to work within all PCC guidelines and demonstrate Our values.  Ability to work flexibly to meet the Family Hubs Agenda including some potential evening and weekend work.  Willingness to undertake and complete all relevant training and development |  |
| **EQUALITY** | Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. |  |
| **CUSTOMER CARE** | Knowledge and understanding of effective customer care |  |