T.E.A.M EDUCATION TRUST

STUBBIN WOOD SCHOOL & NURSERY

**JOB DESCRIPTION: Early Help Officer**

**Hours: 2.5 Days a Week**

This job description sets out the general role expectations for the above role. It is recognised that there may be further developments as the role develops. As such this is not an exhaustive list, and some further responsibilities may be added or transferred.

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| **Job Summary** |

T.E.A.M. MAT Early Help Officer will provide early help and preventative support for whole families to become resilient and to break the cycle of neglect and deprivation so that their lives are turned around. This will ensure children and young people get the best start in life. The Early Help Officer will co-ordinate and deliver a package of tailored support and interventions to address the problems family members face. They will work with families to give practical hands-on support using a pro-active and challenging approach to enable families to build on strengths and promote family resilience that can sustain outcomes. This will include working closely with local initiatives and agencies to improve family outcomes. The post holder should be prepared to work alone in a comparatively unstructured situation, working in families’ homes and have an ability to respond quickly to changing needs and circumstances; this may include travelling to other service areas, and early mornings, evening and weekend work.

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| **Key Responsibilities** |

* To provide a consistent, reliable and outcome focused support service to a caseload of families who are identified from the Early Help Referral offer.
* 2. Undertake a family assessment and develop a clear set of objectives and targeted outcomes.
* To monitor the outcome plan, ensuring the actions are being met in a timely manner.
* To establish and maintain effective multi-agency links with the key partner agencies in order to promote an integrated and joined up approach to work with our families.
* To ensure that programmes of support for parents are available both formally and informally. This will be initiated through comprehensive assessment and local intelligence gathering to ascertain the needs of the family involved.
* To provide guidance and support to families to ensure their activity does not bring them into conflict with neighbours, the community and housing agencies.
* To be alert to safeguarding issues within a family, raising these with your line manager and DCPC following the safeguarding route. Reporting to Starting Point.
* To support and enable families to feel confident so exit the service successfully.
* To attend and participate in all relevant multi-agency meetings, professional’s meetings, case conferences, panels and relevant neighbourhood meetings, and prepare detailed reports as required.
* To develop excellent relationships with a range of staff across Early Help, Adult and Children’s Services as well as with non-statutory partner agencies.
* To participate in specialist training, as identified by the line manager, and facilitate intervention programmes when required.

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| **Professional Responsibilities** |

* To participate as a member of the T.E.A.M. MAT staff, being available for meetings when required
* To develop and maintain effective working relationships with colleagues within the team, local area and organisation.
* To receive line management and supervision as agreed with the line manager.
* To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager.
* To develop and maintain appropriate boundaries of confidentiality with service users and professional colleagues within T.E.A.M. MAT and from other organisations.
* To maintain high standards of professional integrity and respect for others.
* To ensure continuous self-development through training, supervision and other appropriate means.
* Any other duties which may reasonably be required by the T.E.A.M. MAT Management Team.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibilities appropriate to the grading of the post.

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| **Safeguarding and Child Protection** |

* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
* Displays commitment to the protection and safeguarding of young people
* Values and respects the views and needs of young people
* Is willing to work within organisational procedures and processes and to meet required standards for the role
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children