

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Family Practitioner

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Directorate: Children's Centre

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Reporting to: Family Practitioner Manager

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Grade: Scale SO1

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## Job description

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Purpose of the post:

1. To promote and support child development, providing positive child centred support to parents/carers that meets the requirements of the Early Years Foundation Stage; Every Child Matters; and Every Parent Matters framework.
2. To support parents/carers of children 0-6 to increase knowledge of their child's development and potential, to enable parents to feel confident in their role as parents/carers.
3. To strengthen relationships between parents, carers, children and professionals.
4. To support parents to develop skills and strategies to parent their child as identified by the Multi Agency Family Support Team Meetings (MAT) or lead agency

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Main duties and responsibilities:

- To provide one to one support in the home, to model practice to assist parents/carers to develop practical skills and strategies to parent their child/ren.
- To coordinate and share information to support a team around the child.
- To support parents/carers care of their child through targeted work in the home, group work and coordinated services and activities and support with barriers such as housing and financial matters that impact on parenting.
- To coordinate and deliver parenting programmes to support parents/carers to develop an understanding of their child/ren's needs and strengthen their parenting skills.
- To provide structured and individual support to children and families using the appropriate assessment tools such as Common Assessment Framework (CAF), to create an individual plan with agreed outcomes, targets and review dates with the family.
- To deliver and evaluate a range of parenting and family programmes and groups to meet the needs of the community.
- To promote an environment that safeguards and protects children and when necessary take responsibility for ensuring the appropriate safeguarding procedures are adhered to.
- To work flexibly as required by the service and to participate in Children's Centre and multi-agency meetings and events to contribute to the agenda and advocate on behalf of children and parents/carers.

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Main duties and responsibilities:

- To promote and ensure compliance with The Learning Trust and children's centre equal opportunities policies and demonstrate inclusive practice.
- To ensure that a father friendly approach is embedded in service delivery.
- To engage with and participate in the supervision process and contribute to team meetings.

Collaborative and partnership:

- Develop and maintain effective working relationships with children, parents/ carers and agencies in voluntary, statutory and commercial sectors promoting a multi-agency approach to meeting the needs of children and families in accordance with Every Child Matters Change for Children framework.
- To contribute actively to multidisciplinary assessments of children and parents/ carers and to the planning and provision of individual plans.
- To develop a good knowledge and understanding of local resources and services; and support parents/ carers to access them.
- To explore and offer in partnership with parents and the multi-agency team, creative and innovative responses to unmet needs through joined up planning and delivery of support to parents, under the supervision of the Family Practitioner Manager.
- To undertake, under the supervision of the Family Practitioner Manager, baseline assessments for each child and parent/carer and ensure that agreed outcomes have been identified.
- To work in partnership with parents and carers to strengthen and empower them to be able to care for their children.
- To report child protection incidents and/or concerns to Children's Social Care.

Personal development and awareness:

- To participate in supervision, appraisal and continuous professional development.
- To undertake office and administration duties in connection with the children's centres as required.
- To manage own workload and plan time effectively.
- To keep line manager and senior management team informed of all concerns, issues and potential areas of conflict.
- To adhere to interagency child protection policies and procedures and attend regular safeguarding training.

Communication:

- To maintain clear and accurate records and produce written and verbal reports as required ensuring that all personal data is handled in a confidential and sensitive manner.
- To share information in accordance with DCSF Information Sharing Guidance.
- To maintain up to date case files.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policies inclusive of safeguarding and Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children and young people that you are working with or come into contact with.
  - Ensure that the policies and procedures of the children's centre/ school, The Learning Trust and LBH are followed, and that the service is always delivered in accordance with professional standards, and policy and practice of relevant statutory frameworks.
  - Work flexibly and respond positively to changing service needs and carry out any other duties within the scope of the nature and grade of the post, across the centre, as directed by the line manager.
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Job title:

Family Practitioner

## Person Specification

**Essential**  
✓

**Desirable**  
✓

### Qualifications

Level 4 qualification in childcare & education, health, social care, education, and/or parenting and family work.

✓

### Experience

Minimum 2 years experience of working with children and families living in disadvantaged areas..

✓

Experience of providing parenting support or delivering parents groups, forums or events..

✓

Experience of providing advice, information and guidance to families.

✓

Experience of delivering parenting programmes

✓

Experience of working in a school or Early Years setting

✓

### Knowledge

Knowledge and awareness of the challenges of bringing up children in an inner city area.

✓

Knowledge of child development

✓

Knowledge and commitment to equal opportunities and valuing diversity; and an understanding of the impact of deprivation and discrimination on individuals, families and communities.

✓

Knowledge and commitment to undertaking risk assessments of work environment to ensure the safety of self and others.

✓

### Skills and Abilities

Good assessment and record keeping skills.

✓

Good numeracy and literacy skills

✓

Effective use of ICT to produce publicity materials and resources.

✓

Ability to work effectively in a multi disciplinary environment with a range of stakeholders.

✓

Ability to model effective practice and respond to inappropriate practice.

✓

## Job Description and Person Specification

Ability to reflect on practice and work	✓	
Ability to manage and prioritise own time and workload and work independently in parent's/ carers home.	✓	
Ability to communicate effectively using a range of methods verbal and non-verbal.	✓	
The ability to communicate clearly both orally and in writing		
Ability and commitment to work purposefully and collaboratively with children and parents/ carers.	✓	
Good interpersonal skills.	✓	
An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations		
Commitment to the protection and safeguarding of children and young people	✓	
A commitment to the understanding of equal opportunities and the ability to implement Hackney's Valuing Diversity Policy in this area of work	✓	
An understanding of health and safety in the workplace and how to implement it in this area of work	✓	
A commitment to staff development and training	✓	