

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

Job title:	Family Practitioner
Directorate:	Learning & Standards (Primary & Early Years & Play)
Reporting to:	Family Support Manager
Grade:	SO1

Job description

Purpose of the post:	<div><div>1.</div><div>To promote and support child development, providing positive child centred learning opportunities that meet the requirements of the Early Years Foundation Stage; Every Child Matters; and Every Parent Matters framework.</div></div> <div><div>2.</div><div>To support parents/carers develop child centred parenting to increase knowledge of their child's development and potential. To enable parents to feel confident in their role as parents/carers and support children to access the curriculum and life chances.</div></div> <div><div>3.</div><div>To strengthen relationships between parents, carers, children and professionals by using effective communication, collaboration and networking.</div></div> <div><div>4.</div><div>Provide evidence based interventions 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.</div></div> <div><div>5.</div><div>Assess the needs of the children, parents/carers and the needs of the family.</div></div>
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Main duties and responsibilities:

- To assist families in accessing and engaging with third sector family support services within their area, including information and advice services, local community groups and centres, health services, childcare and education services, adult learning, training and employment services and to play a major supportive role in the step down process from statutory to mainstream services.
- To act as lead professional for individual families to coordinate and share information to support a team around the child.
- To support parents/carers care of their child through one to one 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 groups to support parents/ carers to develop an understanding of their child's needs and strengthen their parenting skills.
- To provide structured and individual support to children and families using the appropriate assessment tools, such as the Common Assessment Framework (CAF), to create an individual plan with agreed outcomes, targets and review dates, ensuring safeguarding and welfare for the family.
- To work in partnership with the senior family support worker to deliver and evaluate a range of evidence based 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.
- To ensure that a father friendly approach is embedded in service delivery.
- To use relevant management information systems and to ensure that all records and reports are compiled and maintained in a confidential manner.
- To participate in reviewing performance through regular appraisal system and to participate in training identified by the training need analysis as relevant to the duties and responsibilities.

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.
 - To contribute actively to multidisciplinary assessments, reviews and meetings 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 stakeholders, creative and innovative responses to unmet needs through joined up planning and delivery of support to parents.
 - To deliver respite crèches in accordance with Early Years Foundation Stage principles and monitor and review outcomes for children and parents/ carers.
 - To undertake, with the direction of MAT, in collaboration with the family support manager, baseline assessments for each child and parent/carer and ensure that agreed outcomes have been identified.
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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 workload and plan time effectively.
- To take responsibility for own professional development and safety.
- To keep line manager and senior management team informed of all concerns, issues and potential areas of conflict.

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 maintain up to date case files.

General requirements:

- Willingness to work shift patterns between the hours of 7.30 am and 7.00 pm in the home and evening and weekends as required.
 - 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, Hackney 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 3 qualification in childcare & education, health, social care, education, or parenting and family work.	✓	
Experience		
Experience of working with children and families living in disadvantage areas.	✓	
Experience of providing parenting support or delivering parents groups, forums or events.	✓	
Experience of coaching; mentoring; peer support; or training.	✓	
Experience of providing advice, information and guidance to families.	✓	
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		
Good assessment and record keeping skills.	✓	
Ability to use IT and 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.	✓	
Ability to reflect on practice		

Ability to manage and prioritise own time and workload and work independently in parents/ carers home.	✓	
Ability to communicate effectively using a range of methods verbal and non-verbal.	✓	
Ability and commitment to work purposefully and collaboratively with children and parents/ carers.	✓	
Ability to work outside of the core day between the hours of 7.30am to 7pm.	✓	