



Job Description

Early Help Worker

| Job Details | |
|------------------------|-------------------------|
| Grade | GR4 |
| Number of Posts | 50 |
| Department | Early Help & Protection |
| Reporting to | Team Manager |

| Who Are We? |
|--|
| <p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p>Our Vision:</p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none">• with compassion and with care.• through positive relationships, building on strengths.• in collaboration with children, young people, families and partners.• by listening, involving and including.• in ways that are efficient and deliver value for money. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none">• healthy, happy, resilient children living in families.• families able to make positive changes. |



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

Scope and Purpose of Role

- 1.1 Using professional knowledge and skills to work in partnership with other practitioner/professionals, children, young people and their families; using the early help assessment to identify and where appropriate be the lead practitioner to coordinate the implementation of a multi-agency plan of intervention.
- 1.2 To lead and work within the early help locality multi-disciplinary team to provide a timely response to the needs of children, young people and their families, acting in accordance with local policies, procedures and priorities.
- 1.3 Establish a high standard of practice in the delivery of early help that provides a timely response to children, young people and their families and achieves family outcomes.
- 1.4 To achieve good outcomes for children and families through coordination and delivery of early help work.
- 1.5 To deliver evidenced based interventions to positively effect change that safeguard and promotes the welfare of children and young people.

1. General Duties and Responsibilities

- In accordance with policies and procedures provide a timely response to the identified needs of children and young people.
- To act as the lead professional for an allocated case load of children and families.
- Under the direction of the Team Manager promote and use of the early help assessment and



| |
|--|
| relevant tools to identify the needs of children, young people and their family and to lead the development of an effective multi-agency support plan. |
| <ul style="list-style-type: none">• To be responsible for a high standard of case recording that is up to date; including use of a common database. |
| <ul style="list-style-type: none">• Within a context of persistent outreach effectively engage with children, young people and their families and actively promote their participation in early help assessments, support plans and interventions. |
| <ul style="list-style-type: none">• To support the development of effective multi-agency partnership working with key agencies to support children and families with identified universal plus and or additional needs to make positive changes. |
| <ul style="list-style-type: none">• To be accountable for maintaining and improving practice and performance in line with professional developmental targets as agreed with line manager through supervision. |
| <ul style="list-style-type: none">• To provide a consistently high standard of practice and customer care |
| <ul style="list-style-type: none">• To manage and prioritise a caseload, ensuring appropriate escalation to line manager where necessary. |
| <ul style="list-style-type: none">• To convene, organise and chair case planning and review meetings, including acting as lead professional under a multi-agency Integrated Support Plan where appropriate. |
| <ul style="list-style-type: none">• To attend case conference meetings sharing information and with safeguarding colleagues and partners where appropriate |
| <ul style="list-style-type: none">• To complete assessments and reports to recognised standards and timescales. |
| <ul style="list-style-type: none">• To actively participate in the regular collection and collation of appropriate performance management information which meets the needs of the service, including positive engagement in audit processes. |
| <ul style="list-style-type: none">• To positively contribute within regular supervision, Appraisal Reviews, team meetings and service review / development meeting as required. |
| <ul style="list-style-type: none">• Promote and use evidence-based practice when working with children and families, for example graded care profile and other assessment tools, parenting programmes etc. |
| <ul style="list-style-type: none">• To deliver a duty service for the locality team on a regular basis as directed by Team manager |
| <ul style="list-style-type: none">• To work outside normal office hours when required. |
| <ul style="list-style-type: none">• To promote equality of opportunity, diversity and inclusion in the service area. |
| <ul style="list-style-type: none">• Actively promote the welfare and uphold the safeguarding of children and young people. |



| Key Information | |
|--|---|
| Is a Safeguarding Check needed? | <ul style="list-style-type: none">• This vacancy is exempt from the Rehabilitation of Offenders Act• A Disclosure and Barring Services/ISA checks will be undertaken |
| Will this position have Line Manager Responsibility? | No Left to work within established guidelines subject to scrutiny by supervisor. |

Person Specification

| Essential Criteria | | |
|---|-------------------------------------|---|
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications | | |
| CRITERIA | Method of Assessment (M.O.A) | ESSENTIAL |
| Qualifications | AF/E&Q | 1. Educated to GCSE standard and hold an NVQ Level 4 or equivalent in a related field |
| Training | AF/I | 1. Willingness to undertake relevant training in order to comply with the requirements of the post. |
| Experience | AF/I&E | 1. Experience of delivering evidence-based interventions with children, young people and their families |
| Experience | AF/I/E | 2. Experience of completing an assessment of a child's needs that identifies |



| | | |
|-------------------|------------------------------------|---|
| | | needs and informs Intervention. |
| Experience | AF/I/E | 3. Experience of working in partnership with key statutory and non-statutory stakeholders. |
| Valuing diversity | I I | 1. Shows respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position. 2. Proactively seeks to reduce health and other inequalities of disadvantaged groups and acts to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity. |
| Skills | AF/I/E AF/I/E AF/I/E | 1. Able to identify issues that require escalation in line with Right Help Right Time and work within policies and procedures that promote and safeguard the welfare of families. 2. Ability to effectively plan, chair meetings and manage a diverse workload to ensure that professional standards are consistently met. 3. Ability to analyse information to identify strengths and weaknesses and to develop an appropriate support plan |
| Other | I | 1. This post requires an enhanced DBS and an |



| | | |
|-------|---|--|
| | | annual subscription to the DBS renewal service. |
| Other | Q | 2. Qualification – evidence will be required prior to commencing the role. |
| Other | I | 3. Willing to work flexibly and outside office hours |

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

