



JOB DESCRIPTION

*Hertsmere Schools' Partnership
Family Support Service*

Partnership Development Officer, Family Support Worker

Team

- Grade: H9/M1 dependent on experience
- Reports to: Headteacher, Mount Grace School
- Contract: Permanent, (please note this is restricted to funding)
- Hours: 30 hours term time plus 3 weeks
- Base: Mount Grace School, Potters Bar but will work both in Borehamwood and Potters Bar (subject to Covid restrictions).

Purpose of the Job

- To operationally manage the Hertsmere Schools Partnership service
- To provide management and support for school based family workers on behalf of the schools' partnership
- To monitor and evaluate services being delivered on behalf of the schools partnership.
- To develop the delivery of local services through effective partnership working which will include identifying and securing funding
- To be responsible for managing the financial resources of the Hertsmere Schools Partnership
- To provide leadership on business planning processes

Main Areas of Responsibility

1. To line manage Family Support Workers in the Partnership including recruitment of staff, induction and training, performance management, advising and supporting them in providing targeted support to families, challenge long term ongoing interventions with families where there is no visible impact or change
2. To lead the process of triaging incoming new referrals and allocating them to the team, provide reports on numbers of referrals, level of complexity, caseloads and impact.
3. To keep records of your work and adhere to guidelines on confidentiality and information sharing, maintain and share data as appropriate including producing case studies showing impact of the work

4. To take the lead for the team on training and development which will include identifying training opportunities and keeping records of training attended within the team and the monitoring the skill mix of the team and to lead on data management within the partnership, ensuring that all data required for monitoring purposes is collected and collated.
5. To manage and support the use of Outcome Star as an assessment and measurement tool for family support case work in to be used by the team and evaluate its effectiveness
6. To lead on managing and planning the parenting programme offer across the partnership, liaising with other agencies and promoting them to schools and other organisations. This will include keeping up to date with both local and national developments and organising cover for any parenting programmes/workshops from within the team as required.
7. Identify and secure opportunities for revenue and grant funding which will include bid writing, working with other partners as appropriate
8. Work with local DSPL partners and ensure that any funding from DSPL is used effectively and monitoring information is provided.
9. To support the Early Help Module/Families First Assessment process where appropriate and help ensure that service users receive co-ordinated multi-disciplinary support by establishing and maintaining effective liaison with colleagues including health services, social care and other statutory and voluntary agencies.
10. To lead on developing services/innovative projects and identifying opportunities as a result of user feedback or identified needs for the Local Partnership
11. To support the Partnership Board, this will include writing and presenting reports for the Board.
12. To manage the Schools Partnership budget including any additional grant monies that are secured and ensure the best use of resources and provide up to date financial information as required
13. Be responsible for marketing, promoting and communicating any services to schools, children, young people, families and the community
14. To be the Designated Senior Person for safeguarding for the team which involves referring cases where there are suspected concerns to HCC safeguarding teams, supporting staff who have safeguarding concerns and keeping up to date with relevant knowledge and skills
15. To work flexibly as required by the Schools' Partnership to take part in meetings and school events to promote and support the work of the family support service.
16. To attend training, supervision (including clinical supervision) and development opportunities as directed by line manager in order to develop skills and knowledge and keep up to date with developments in family support work.

17. Be aware of and comply with all policies and procedures, in particular safeguarding, health, safety and security, confidentiality and data protection, to be able to advise Family Support Workers in these areas and to report all concerns to an appropriate person.
18. Undertake any other reasonable duties commensurate with the grade and experience as directed by line manager.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work.

While working off site (for example on home visits) the post holder will follow relevant lone working and risk assessment guidelines issued to staff to ensure their safety and the safety of others.

Equal Opportunities

A commitment to equal opportunities. Mount Grace School is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way deliver services.

PERSON SPECIFICATION

*Hertsmere Schools Partnership
Family Support Service*

Partnership Development Officer, Family Support Worker Team

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent or proven work experience to that level • Management/Leadership training 	<ul style="list-style-type: none"> • Accredited to deliver Family Links Nurturing Programme - Parenting Puzzle; • Accredited to deliver Families Feeling Safe;

		other Parenting workshops
Experience	<ul style="list-style-type: none"> • Experience of managing a team • Experience of working in partnership with schools or working in a school setting • Experience of providing sensitive, non-judgemental and empowering support for parents, children and young people • Experience of project management • Experience of promoting partnership working and dealing with other agencies • Experience of bid writing and income generation 	
Knowledge	<ul style="list-style-type: none"> • Understanding of Child Protection and Safeguarding Policies and Procedures • Knowledge of integrated Processes and Early Help • Knowledge and understanding of confidentiality, safeguarding and professional boundaries • Knowledge and understanding of how to respond to diversity of backgrounds and needs 	<ul style="list-style-type: none"> • Knowledge and understanding of the support available to children and families in the Hertsmere area, including knowledge of parenting support.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent negotiating, leadership, motivation skills • Ability to successfully train, lead and manage staff • Ability to successfully network with a range of agencies • Wide range of ICT packages to be used effectively • Good Project management skills 	

	<ul style="list-style-type: none"> • Ability to work on own initiative and have good organisational skills • Flexible problem solving approach to work • Excellent communication skills – written and verbal • Ability to present to a range of audiences • Budget management skills • Good understanding of commissioning and contract procedures and of quality assurance/evaluation mechanisms • Ability to research, analyse and present information and data in order to assess the need for service development within a district/locality • Ability to advise staff on safeguarding and other relevant policies and procedures 	
General	<ul style="list-style-type: none"> • Full driving licence and access to a car for work purposes • Must be able to work in both Potters Bar, Hatfield Villages and Borehamwood as required. 	