**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| --- | --- |
| Job Title: | Early Help Practitioner |
| Salary: | £37,035 FTE |
| Grade: | 10 |
| Hours: | 18.5 We are open to discussions about flexible working. |
| Team: | Family Solutions Early Help Team Bicester |
| Service Area: | Children and Families |
| Primary Location: | Bicester Children & Family Centre  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Bicester Children and Family Centre Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| The Early Help Practitioner role provides timely support and interventions for and with vulnerable families, addressing safeguarding concerns, reducing risks to children and young people, prioritising positive outcomes and promoting welfare. This role is within the Family Help Team which is part of the Children’s Services Family Solutions Service and is based at the Bicester Children & Family Centre. |

## Job Responsibilities

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| * To assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns * To act as case holders for children and young people in accordance with the appropriate level of the Threshold of Need matrix. * To undertake visits, observations and meetings and record them on electronic systems to the agreed standard and within agreed timescales * To undertake direct work and interventions with children, young people and offer support to parents/carers in promoting welfare of their children through case work * To set up and lead multi agency Team Around the Family meetings to support progress * To assist in the delivery and implementation of evidence-based programmes such as parenting and domestic abuse group work * To develop community knowledge and links and use this for the benefits of children and families and for the development of the service * To work closely with other agencies, universal partners, involved in the lives of the children, to work towards better outcomes. * To give evidence in Court if required * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Evidence of a good standard of education | A |
| * An understanding of the impact of abuse, social deprivation, inequality and disadvantage on children, young people and their families and a good understanding of child development and factors that support children to develop and achieve their potential. * A good standard of IT skills, recording skills and the ability to be reflective; assessing and analysing information | A & I |
| * Ability to demonstrate relevant and substantial experience in any or all of the following - social care, education, early years, youth and community work and proven experience of working effectively with children, young people and their families including within the family homes of children. | A & I |
| Ability to work in an inclusive/non-discriminatory manner, acting with integrity and impartiality, promoting a working environment that supports the Council’s values | A & I |
| Ability to communicate and collaborate with a wide range of people in different situations and build effective working relationships internally and with partner agencies and be approachable. | A & I |
| Ability to be proactive, to motivate and create change within complex family situations and deal effectively with challenging situations with resilience and confidence with the ability to listen, mediate and negotiate. | A & I |
| Ability to be proactive, to motivate and create change within complex family situations and deal effectively with challenging situations with resilience and confidence with the ability to listen, mediate and negotiate. | A & I |
| Desirable Criteria | Assessed By: |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022