

## **JOB DESCRIPTION & PERSON SPECIFICATION**

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| <b>Group:</b>                        | COMMUNITY AND CHILDREN'S SERVICES          |
| <b>Division:</b>                     | Children's Services                        |
| <b>Section:</b>                      | Community Wellbeing and Resilience Service |
| <b>Sub Section:</b>                  | Resilient Families Service                 |
| <b>Post Title:</b>                   | Early Years Appraiser                      |
| <b>Vision Post Number:</b>           | 018211                                     |
| <b>Grade:</b>                        | GR9  |
| <b>Responsible to:</b>               | Parenting Support Team Manager             |
| <b>Posts Reporting to this Post:</b> | 2 x RFS Community Childcare Workers        |
| <b>Team:</b>                         | Parenting Support Team                     |
| <b>DBS Required Level:</b>           | Enhanced                                   |
| <b>Location:</b>                     | Ty Trevithick                              |
| <b>Date of Description:</b>          | June 2022                                  |

### **KEY OBJECTIVES**

**The Resilient Families Service delivers effective, timely and family focused early intervention services to families across RCT with the aim of building resilience. The Resilient Families Service is responsible for the delivery of effective Team Around the Family arrangements across the County Borough.**

**This role is responsible for undertaking comprehensive Early Years Appraisals and directing the delivery of traditional Early Years services to families referred to the Resilient Families Service with children aged 0-7 years.**

**To provide line management for the RFS Community Childcare Workers and work closely with the Placement Advisory Officer to secure appropriate**

**childcare places for families requiring early intervention support to prevent their needs escalating and to support the child's development**

**To work in partnership with all professionals and services involved in delivering the Resilient Families Service to ensure a seamless services are provided to secure effective delivery of outcomes for families.**

## **SPECIFIC RESPONSIBILITY**

1. To undertake Early Years Appraisals for all families with children aged 0-7 identified as requiring support and intervention via the Resilient Families Service as a result of their additional and/or complex needs.
2. To provide line management to the RFS Childcare Workers
3. To provide a timely response to Appraisal requests, liaising with the Assessment, Brokerage and Review Team to gather further contextual information as required to make a professional judgement as to what support families require
4. To provide advice to the Brokerage and Review Officers to ensure that RFS Family Plans accurately reflect the early years needs of children aged 0-7 years to support building family resilience
5. To work closely with the Placement Advisory Officer to support the appropriate allocation of childcare places for families identified as requiring childcare support and the careful transition of children, especially those with additional needs as identified by the ALN (Wales) Act 2018.
6. To act as the central point of contact for early years related queries for professionals and services working within and alongside the RFS to deliver a co-ordinated package of support to families to increase their level of resilience.
7. To be responsible for working in partnership with a range of public, private and third sector partners in order to deliver the support required by families to bring about improvements in family circumstances.
8. To be responsible for the joint planning of parenting support, early language and communication intervention and the provision of childcare placements with the Parenting Support Team Manager to ensure Early Years Appraisal recommendations deliver the best outcomes for children and families
9. To be responsible for effectively holding and managing a dynamic caseload, demonstrating excellent time management and prioritisation of workload to meet the changing demands of children, young people and their families throughout the length of their involvement with the RFS.

10. To promote and facilitate positive engagement with key universal and specialist services such as childcare providers, Health Visiting and schools to maximise outcomes for families.
11. To be accountable for the accurate recording of all information relating to Early Years Appraisals on the Capita One system, ensuring that all relevant information is available to RFS staff to facilitate the effective delivery of the Family Plan.
12. To be prepared to have open and honest dialogue with professionals in relation to their expectations of the RFS and what it can provide in order to maximise the outcomes of interventions and sustain long term engagement and commitment.
13. To actively promote the RCT Approved Provider List, liaising regularly with the Funding Flexibilities Team to encourage new services and organisations to become formal delivery partners.
14. Provide and present detailed reports (financial, statistical, qualitative and quantitative) on the delivery of Early Years Appraisals to the Service Planning and Transformation Manager and recommend improvements as necessary
15. To resolve issues that may arise with partners and providers in the first instance, escalating critical issues to the Parenting Support Team Manager as appropriate
16. Responsible for representation at local and regional meetings and events on behalf of the Resilient Families Service.
17. To manage the maintenance and storage of accurate data in accordance with internal and external requirements and standards, communicating effectively with a range of professionals and sharing appropriate information in line with agreed protocols for the benefit of children and families.
18. To ensure that staff comply with All Wales Child Protection Procedures and receive relevant safeguarding training.
19. To be responsible for ensuring that staff are working within Local Authority Health and Safety and Lone Working policies and comply with service guidance and safeguarding advice as relates to the work of the Resilient Families Service
20. Keep abreast of all local and national policy developments which may impact the provision of early years services, communicating implications both internally and externally as appropriate
21. Accountable effective prioritisation and management of own workload, on a daily basis, in order to meet stipulated deadlines sometimes in challenging circumstances
22. To participate fully in feedback and supervision with the line manager
23. Be responsible for own personal learning and development.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

| ATTRIBUTE                       | ESSENTIAL   | DESIRABLE  |
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| <b>KNOWLEDGE/<br/>EDUCATION</b> | <p>A recognised qualification at Level 3 or above in Early Years / Childcare</p> <p>Knowledge of the key policies and legislation related to the Early Years sector</p> <p>Knowledge and understanding of child development, attachment, language development, parenting, parents as first educators and the role of adults in scaffolding young children's learning</p> <p>Appreciation of the challenges of partnership working</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p> | <p>Knowledge and understanding of the key principles of early intervention and prevention and the Team Around the Family approach</p> <p>Management qualification</p> <p>Evidence of continuing professional development</p> <p>Knowledge of family services available in RCT</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> |
| <b>EXPERIENCE</b>               | <p>Experience of undertaking direct assessments and creating and implementing support plans for children, parents and families.</p> <p>Budget monitoring and management</p> <p>Staff management</p> <p>Multi-agency working</p>   | <p>Experience of managing services that provide support to parents and families</p>  |
| <b>COMPETENCIES</b>             |   |  |
| <b>Communicates Effectively</b> | <p><b>Communicates clearly and concisely.</b></p> <p>Genuinely listens to others' views, openly considering what they are saying.</p> <p>Keeps a flow of information going to allow quick resolution of issues or queries</p>   |  |

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| <b>Achieving Results</b>                    | <p>Is able to work effectively when under pressure.</p> <p><b>Demonstrates professional competence and consistently delivers high-quality outcomes.</b></p> <p>Is flexible, can switch tasks / roles / priorities to deal with new demands, changes or new information.</p>                             |
| Working with Change                         | <p>Is willing to try new ways of working and is flexible to them.</p> <p>Makes changes and ideas a reality, and helps to make them work.</p>  |
| Working with Partners                       | <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve.</p>   |
| Working with Team Members                   | <p>Builds lasting, positive &amp; supportive relationships based on trust.</p> <p>Recognises that all members of the team have different skills and experiences that can be drawn on.</p> <p>Contributes to a strong team spirit of shared responsibility and co-operation.</p>                         |
| <b>Encouraging Professional Development</b> | <p><b>Recognises that there is always room for self-improvement.</b></p> <p>Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experimental learning.</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development.</p> |
| Looking After Service Users' Best Interests | <p>Listens to the views of the service user, and includes those involved with the Service Users, to define the best ways forward.</p> <p>Explores and identifies the range of risks within the situation to Service Users, others and self.</p>   |
| Earning Service Users Trust                 | <p>Actions agrees with Service users are always acted upon.</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p>   |

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| <b>SPECIAL<br/>CONDITIONS AND<br/>PROFESSIONAL<br/>REQUIREMENTS</b> | <p>Flexible working arrangements</p> <p>Competent ICT skills</p> <p>The postholder will need to travel independently throughout the Borough Council</p> |
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