

## Early Support Consultant – Grade 10

### Job Purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We are always looking for better and smarter ways to work. Our Early Support Strategy is a partnership approach and you will be an integral part of developing this by working collaboratively with partners, stakeholders and communities to implement the changes needed to achieve our outcomes.

Early Support Consultants are based within the community hubs but could be based for periods of time within the Front Door, key agencies, sometimes seconded as required and supported through matrix management arrangements.

This role will embed “whole family” working, as defined by the Troubled Families Approach. This approach means helping parents/families secure better outcomes for their children through more effective and better co-ordinated interventions from a wide range of services.

This role is based within Early Support, Learning and Early Support

Find out more about [working for Kirklees](#).

### Key areas of responsibility

- Implementing whole family practice and principles depends on breaking down professional barriers and achieving changes in culture so that all practitioners see their clients in the context of their family and are willing to refer and work collaboratively with other service providers to help ensure better outcomes for all family members.
- Clear and thorough knowledge of the Troubled Families Programme and local interpretation. To be able to support colleagues and partners to translate this into practice and support the auditable trail for Ministry for Housing Communities and Local Government with regards to evidencing, tracking, measuring outcomes.
- Build and maintain links and relationships within community hubs to deliver the outcomes of the Early Support Strategy.
- Improve quality of frontline practice developing more relational model of support using restorative practice.
- Promote the use of effective interventions which engage families with multiple needs, overcoming resistance and strengthening motivation to change, supporting colleagues to engage families through assertive, persistent and challenging approaches.
- Create and develops relationships with critical partners to provide seamless Early Support Services.
- Support teams and partners by implementing procedures for safe and effective caseload management, provide professional caseload advice to ensure the highest quality of service delivery.
- Support managers and teams by providing skills development, through consultation, coaching and co-working.

- Support partners and colleagues who are Lead Professionals ensuring they follow the Kirklees Children's Safeguarding Partnership procedures including assessments and plans are accurate and meet the needs of the whole family.
- Act as Lead Professional when appropriate, in various settings, including chairing multi agency meetings, liaising between services, challenging decisions
- Contribute to service development to embed service transformation.
- Deliver training to colleagues and partners and other professionals using train the trainer training on various topics as required. Support the development of professionals and students through mentoring.
- Working well with partner agencies is key and you will develop and use professional networks to enhance multi-agency working through the following approach; Consultation: offering advice and guidance to colleagues in other services / agencies in respect of their clients who may require additional/specialist support to meet specific needs; Coaching: supporting colleagues to develop a strategy to address or manage a particular issue. This could be done through a planned series of meetings/ conversations and is offered to build confidence in tackling new or challenging situations, without the need to refer on to another service. Co-working: This may include joint visits, chairing meetings, co-writing assessments, co- work with a colleague (for example to deliver a specific targeted intervention)

## Decisions

- Exercise a high degree of independence, initiative and expertise, accurately identify all priority and eligible SF families known to your hub area/ service, Monitor and track families' progress towards agreed outcomes.
- Quality assure assessments and plans against Troubled Families outcome plan expectations so that the needs of all family members are addressed, and plans are robust, outcome focused and tackle underlying issues.
- Analyse service data and performance reports to identify where improvements are needed
- Provide high level of support and guidance to Key Workers and lead professionals to develop effective practice by adopting assertive, persistent and challenging style of casework. Feeding back to managers if needed within the partnership.
- Build effective professional relationships within community hubs and Children's Social Care and Early Support services to develop and embed a high quality, effective responses for families.
- Exercise a high degree of independence, initiative and expertise to reduce the demand on high level services both within the partnership and wider, having the knowledge of what service are working within your hub area and who to link with when needed ensuring right conversation, right person, right time.
- Ensure that safeguarding procedures are adhered to recognising and taking action in relation to the safety of children and or vulnerable adults where concerns or risks are identified.
- Provide professional advice, training and consultancy to staff and other agencies about early support, whole family working and advice on potential referrals
- Deliver practice briefings and presentations to groups of professionals about early support and procedures.
- Support managers within the partnership and other services to develop their team's responses to whole family working by providing case consultation, skills development and consultation to practitioners.

- To build positive relationships with parents and broker relationships with services
- Understanding troubled families and early support data to interpret and feed into hub priorities.

## Resources – Financial & Equipment

### Physical skills

Travel around the authority, frequent travel with community hub area and between schools.

### Responsibility for finance

Monitoring and tracking families' progress which will feed into the payment by Results funding from MHCLG aspect of the Troubled Families programme. The programme works on a nomination and claims basis and the work that the consultants do is integral to the amount of families as an authority we can claim for, equating to £1800 per family.

### Responsibility for physical resources

- Use of pool cars.
- IT equipment and mobile phones regularly used outside council buildings, being able to access various systems.
- Managing and dealing with sensitive and confidential information in line with General Data Protection Regulations GDPR

## Work Environment

### Work Demands

- Will need to manage competing demands through the community hub with partners and schools.
- Mentoring and supporting of staff, and or students
- Providing regular advice to staff, being able to assess when staff need co working or consultation
- Providing information and reports to management or other agencies
- Working directly and indirectly with cases varying in terms of complexity and difficulty, often with the most complex and difficult to engage families.
- Understanding troubled families and early support data to interpret and feed into hub and partnership priorities.

### Physical Demands

- Frequently traveling to various locations throughout the authority, attending meetings, delivering training, carrying equipment, regular computer work, use of training equipment for delivering training, recording and writing reports

### Working Conditions

- Majority of working week spent working remotely within community hubs.

- There can be family and/or professional tensions and upset due to the nature of the challenging conversations consultants will facilitate.
- The role may have to address challenging issues with families sometimes in their homes, for example, disguised compliance, safeguarding concerns.
- Due to the nature of the role the post holder will encounter a number of different and sometimes difficult behaviours – aggressive or abusive – may be unreceptive to the advice or guidance given by the post holder.

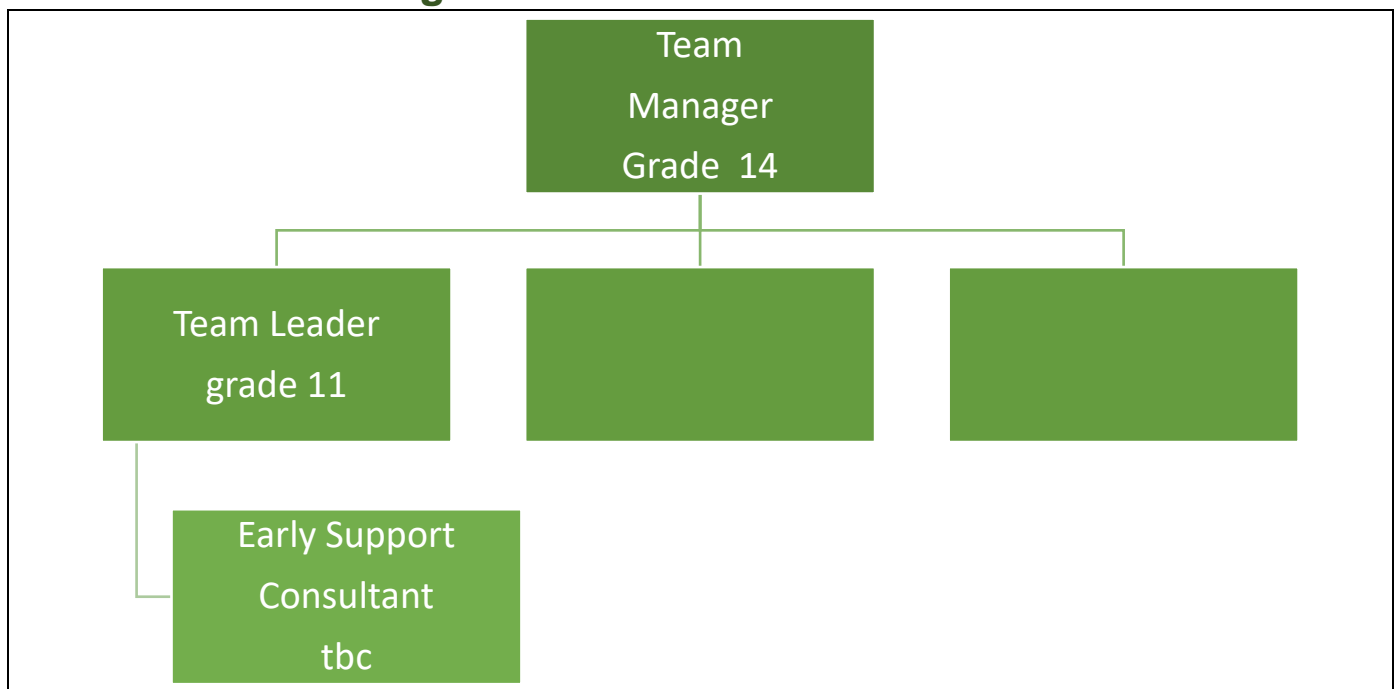
## Work Context

- To lead, motivate and inspire other staff and partners to deliver outcomes linked to troubled families agenda and early support strategy
- To regularly demonstrate their expertise and feed into the Payment by Results outcomes of the troubled families programme
- Required to make sound and quick decisions to support families and get the right service in place at the right time.
- Regularly represent the Early Support Service at meetings within community hubs and other service

## Communications Skills

- To use key interpersonal skills to influence, challenge, manage issues, chair meetings, coaching, consulting, co working, mediate situations, work restoratively, to champion new ways of working, deliver presentations and briefings.

## Position of Job in organisational structure



This is where the consultant sits within early support (family support) however those placed within other services ie KNH, YOT, CGL are managed by team managers.

Knowledge, Skills and Experience	Shortlisting criteria
A thorough understanding of statutory processes for child protection and safeguarding and an ability to identify and manage risk.	Essential
Knowledge of the Troubled Families Programme and local interpretation.	Essential
Proven experience and understanding of local assessment and risk thresholds and the role of the Lead Professional	Essential
Ability to use and demonstrate effective interventions with whole families and ability to support others to intervene effectively.	Essential
Understanding of the developmental and educational needs of children and young people.	Essential
Knowledge and understanding of relevant legislation, including the Education Act 1996, the Children Act 1989 and 2004, the Crime & Disorder Act 2003 and employment legislation relating to children and young people, combined with ability to apply these in practice.	Essential
Literacy and numeracy skills to be able to produce specialist documentation to a high standard.	Essential
Ability to use and interpret data and to keep these skills up to date.	Essential
Knowledge and understanding of the role of others agencies/agencies who work with children and families	Essential
Knowledge of the impact of poverty, oppression and discrimination on families	Essential
Able to provide professional advice, training and consultancy to staff	Essential
Able to deliver presentations and briefings to meet learning outcomes	Essential
Ability to work, communicate and liaise effectively with families and appropriate professions and demonstrate active listening skills.	Essential
Ability to negotiate and mediate in a wide range of situations being solution focussed and reflective in practice	Essential
Ability to work independently, good time management and organisational skills	Essential
Qualifications	Shortlisting Criteria
Able to demonstrate either through significant experience or academic qualification (eg degree; Level 4 qualification in a relevant field such as Working with Parents) the ability use analytical skills to apply legislation, guidelines and theory to multiple issues	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General Information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hour's i.e. evenings or weekends

Driving licence or able to travel independently across Kirklees

DBS check required

Willingness and commitment to continuous professional development

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job ID ref No:

Last Updated: