

EPOSS CLUSTER

JOB DESCRIPTION

EMOTIONAL WELLBEING PRACTITIONER

SERVICE AREA: EDUCATION

SALARY: SCP 19-22 pro-rata

GRADE: C3

RESPONSIBLE TO: CLUSTER LEADER

RESPONSIBLE FOR: N/A

HOURS: 22 HOURS PER WEEK (TERM TIME ONLY, PLUS 10 DAYS)

PURPOSE OF THE ROLE:

To both coordinate and/or undertake one to one support of Children & Young People to improve their emotional wellbeing.

Promote respectful, fair and equitable/equal relationships between all members of the cluster and wider community.

To develop awareness and skills of parents and adults as educators, both within their own families and as adult mentors.

RESPONSIBILITIES:

1. Identify, in partnership, children and families who would benefit from emotional health and wellbeing support, carrying out needs and risk assessment for all children and young people referred and supported using appropriate assessment tools.
2. Support identified children and young people on a small group or one-to-one basis. Approaches may include:
 - a. Set up and implement personalised programmes to support individual pupils in or out of class, as appropriate.
 - b. implementing strategies and supporting children and young people in self-esteem and confidence-building activities
 - c. listening to, and helping children and young people resolve a range of issues that are creating barriers to learning and affecting their emotional health and well-being
 - d. set up and run circle time sessions, anger management groups, creative therapy etc. as appropriate.
3. Work directly with parents of targeted children and young people, including;
 - a. develop positive relationships with parents and carers, e.g. visiting them at home to discuss issues and problems, running group sessions and workshops for parents/carers, e.g. parenting programmes, and parenting support
 - b. represent parents/carers views and needs at appropriate meetings
 - c. advise parents on strategies and parenting skills
 - d. signposting information on local support services.

4. Liaise with other relevant people, including
 - a. network with other appropriate professionals e.g. social care, educational psychologists, CAMHS, MindMate, health visitors etc.
 - b. attend review meetings
 - c. request service from appropriate agencies to meet needs of children and families
 - d. provide feedback on progress, and planning further work at all levels with the SLT and other partners
5. Flexibly meet the needs of targeted children, young people and families, amending practice to facilitate positive outcomes by placing the child and family at the centre of the provision. Work in school, in the family home and with local services and children's centre to ensure practical and targeted support for families.
6. To support the development of Restorative Practice across the cluster, monitoring, adapting and updating action plans where appropriate, evaluating their impact and reporting to the CLG.
8. To run impromptu informal circles, informal and formal conferences as appropriate with pupils, families, parents, staff and members of the wider community
9. To set up and maintain accurate records relating to safeguarding, EHP and family support, including writing and sharing reports for relevant agencies, ensuring that confidentiality of all personal data is held in accordance with LCC policy and the Data Protection Act 1998
10. Support families attending appointments and meetings; organising transport, translation and support parents with SEN to understand the process.
11. Access/ signpost pupils and families to out of school and holiday activities for pupils and families, provide budget costings and value for money statements. Organise in-school groups in collaboration with local service providers. Signpost to vulnerable families and support in group/ course administration.
12. To actively promote and support Leeds City Council and Department policies on Equal opportunities and to ensure the work reflects diversity and community cohesion.
13. To report any injury, accident, suspicion or disclosure of non-accidental injury to the appropriate named officer.
14. To comply with the requirements of all Leeds City Council and Departmental policies e.g. Safeguarding.
15. To undertake other duties commensurate to the post or grade as required.

Economic Conditions:

Annual Leave: 24 days plus 5 days p.a. for 5 years local government service plus statutory holidays (pro-rata for part-time).

Hours: 37 hours per week. Occasional evening work and flexible working may be required.

Conditions of Service: The collective agreements negotiated from time to time by the Residential and Allied Staffs Committee (RASC) for Local Government Services, as part of the NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council.

Relationships:

The promotion of positive relationships of trust and care are considered a priority. The post-holder will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of high quality Family Support Services.

Physical Conditions:

The post-holder will work from a building in a residential area & may be attached to several centres. Leeds City Council operates a non-smoking policy; however, post holder may need to work with the children and young people of people who smoke in their own homes. The post will involve some work in the home & in other community venues. The post will require some lone working. The post will require postholder to travel around the cluster settings.

Essential Qualifications:

NVQ Level 3 (Children and Young Person related CACHE Diploma in Childcare and Education, BTEC National Diploma in Childhood Studies, Certificate in Education, Dip HE in Youth and Community Work) Social Care or equivalent.

Special Conditions:

This post is subject to a higher-level check with the Disclosure and Barring Service. In discharging its social services function under the Local Authority Social Services Act 1970, the Department is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PERSON SPECIFICATION REQUIREMENTS: The post holder should be able to demonstrate the following criteria (marked as either Essential or Desirable) for the post within the context of the specific role. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the Desirable requirements; however these may be used to distinguish between acceptable candidates.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

SKILLS	ESS	DES	MOA
Proven ability to communicate effectively with children, parents/carers and partners working in partnership at all times.	X		A/I
Proven ability to build positive and effective relationships with children, young people and families.	X		A/I
Proven ability to facilitate groups and courses for children, young people and families.	X		A/I
Proven ability to disseminate information and offer advice.	X		A/I
Proven ability to maintain records of work and supply data and other monitoring and evaluation information as required within set time scales and targets.	X		A/I
Proven ability to understand and respond to the range of factors that create stress for children and families.	X		A/I
Ability to offer time limited, solution-focused interventions when supporting individual families, whilst being accessible and supportive.	X		A/I
A commitment to early intervention as a means of making a positive difference to the lives of children and young people.	X		A/I
Ability to work flexibly as part of a busy team whilst managing own time and caseload	X		A/I
Ability to work effectively in a multi-disciplinary team, alone, within own service sector and with other agencies in the cluster to support children, young people and families	X		A/I
Ability to take responsibility for the quality of work, acknowledge mistakes, find solutions and learn from the experience.	X		A/I
Ability to follow LCSB safeguarding procedures.	X		A/I
Ability to develop a sensitive approach to the care of families in a multi-cultural environment and to work in an anti-oppressive manner within the service.	X		A/I
Ability to manage the delivery of appropriate training opportunities for parents/carers		X	A/I
Ability to work in a solution focused manner	X		A/I
Ability to undertake family-based assessments (e.g. EHP) and work in the Lead Professional Role (or work towards this)		X	A/I

KNOWLEDGE	ESS	DES	MOA
A proven knowledge and understanding of diverse needs and issues which create pressures for families.	X		
A working knowledge of the Every Child Matters framework and the Children Leeds Priorities.	X		
A working knowledge of Early Help Plans (EHP)	X		
Knowledge and understanding of working together to safeguard children and of Safeguarding Children's Board Procedures.	X		
Knowledge of issues associated with integrated team working.	X		
Proven knowledge & understanding of maintaining concise & accurate records & data collection	X		
Knowledge of available local support services for children and families and referral routes to these sources of support.		X	A/I
Have a knowledge of School-based services and issues e.g. SEN.		X	A/I

EXPERIENCE	ESS	DES	MOA
Paid or unpaid experience of working with children and families in challenging circumstances.	X		A/I
Delivering groups and courses for parents/carers.		X	A/I
Working with vulnerable groups	X		A/I
Working in a multi-agency setting		X	A/I
Working in close partnerships with parents and carers, offering support in a variety of ways.	X		A/I
Work using own initiative, managing caseloads and time, whilst communicating effectively with other members of the team.	X		A/I
Work within a health-related, educational setting.		X	A/I
Experience of Early Help Plans and the Lead Professional Role when supporting families through the EHP procedure.		X	A/I

QUALIFICATIONS AND OTHER PRACTICAL REQUIREMENTS	ESS	DES	MOA
NVQ Level 3 in relevant subject	X		C
Full driving licence and access to a vehicle		X	C
Counselling/therapeutic skills or introduction to at certificate level		X	C
Relevant IT skills		X	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	ESS	DES	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	X		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	X		A/I
Commitment to client confidentiality	X		A/I
Commitment to personal professional development	X		A/I
Willing to take responsibility for one's own actions	X		A/I

Written: January 2020

Review: January 2022