

JOB DESCRIPTION

POST TITLE:	Early Help Intervention Officer
GRADE:	Harmonised Salary Scale Point 18-21
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Student Experience and Wellbeing
RESPONSIBLE TO:	Wellbeing Manager
RESPONSIBLE FOR:	Supporting the College's vision to become and sustain outstanding by providing highly effective early help support and intervention for all cohorts of students and apprentices, enabling them to overcome barriers to learning in order to succeed and achieve socially, emotionally and academically.

PURPOSE OF THE POST

The post holder will:

1. Work as part of our Wellbeing Team to lead and deliver early help support services to students, apprentices and families experiencing short or long term difficulties, providing practical and emotional support to ensure their wellbeing both in and outside of their learning.
2. Develop a range of resources and interventions to empower students and apprentices to address identified challenges, reduce risk, minimise harm, and promote positive and healthy relationships within their social and family networks.
3. Work collaboratively with families and cross college departments to establish and support learning and behaviour programmes.
4. Complete and manage Early Help Assessments and act as lead professional where appropriate, working collaboratively with internal and external stakeholders and agencies.
5. Play a key role within the college Safeguarding and Wellbeing Team to ensure that the highest standards of welfare and support are achieved for all students, apprentices and families, liaising with internal colleagues to ensure inclusive practice is maintained.
6. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with work-based, classroom based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students and apprentices, and promoting a caring and supportive environment where concerns can be explored and early help support and intervention implemented as appropriate.

2. Manage and complete Early Help Assessments, acting as a lead professional to ensure that the student or apprentice is safe and protected from harm, ensuring compliance with relevant internal and external processes and statutory guidance under Safeguarding.
3. To provide support to families, students and apprentices, identified as having low level needs and requiring support in order to bring about permanent change, encouraging engagement and active participation through the early help process and signposting to external services offering specialist support.
4. To attend and lead on 'Team Around the Family' meetings, implementing appropriate action plans to support students and apprentices, ensuring appropriate information sharing and collaborative working with other professionals to achieve the best outcomes.
5. Be responsible for accurate, detailed and timely record keeping and reports, ensuring that practice reflects College policy and procedure and Derbyshire Safeguarding Board statutory requirements.
6. Provide solution focused interventions to families, students and apprentices, ensuring that caseloads are managed effectively and reviewed on a regular basis, building on progress and sustaining professional working relationships. This may include one to one sessions or group workshops and signposting to other relevant supports as required.
7. Promote the importance of participation in enrichment activities and personal development opportunities which promote self-esteem, build confidence, and enable the individual to foster independence and build life skills.
8. Support identified students and apprentices through the transition process, acting as an advocate and liaison to ensure that support plans are in place to support the learner journey.
9. Take an operational lead in overseeing support for children in care, ensuring that a supportive transition is in place with regular communication maintained throughout the learning journey with the student/apprentice, carer(s) and external agencies.
10. Engage in internal 'at risk' meetings as required as part of a wider support network (including in relation to safeguarding) for students and apprentices.
11. Support the wider activities of the Student Experience and Wellbeing Team, including cross college events, open evenings/parents information evenings, and staff training and briefings.
12. Attend regular meetings and engage in opportunities to support developments and professional knowledge, skills and abilities; including keeping abreast of current mental health issues, safeguarding themes, and how this can impact upon the learning experience.

GENERAL

1. Act as exemplar of outstanding customer service at all times.
2. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements, including in relation to record keeping and GDPR.
5. Apply the College's own Safeguarding Policy and practices and attend training as required.

6. Show a commitment to promoting diversity, equal opportunities and anti-discriminatory practices, and demonstrate full compliance with the College's Equality and Diversity Policy in all aspects of duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
8. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Early Help Intervention Officer	Department:	Student Experience and Wellbeing
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 2 or equivalent in English & Maths	E	A
Level 3 qualification or above in working with children, young people, vulnerable adults and their families	E	A
Experience:		
Minimum 2 years recent experience of working with young people and families with complex needs	E	A/I
Writing Early Help Assessments and working as lead professional to manage the process	D	A/I
Experience of report writing and interpreting data to inform targeted support interventions, paying attention to detail and accuracy	E	A/I
Experience of supporting individuals and families through a diverse range of complex issues to bring about positive and permanent change	E	A/I
Experience of external liaison and multi-agency working enabling the provision of effective wraparound person-centred support	E	A/I
Skills/Knowledge:		
Excellent communication, interpersonal, time management and organisational skills	E	A/I
Ability to work effectively as part of a team and on own initiative	E	I
Good ICT skills	E	A/I
Some knowledge of the post-16 education sector, including apprenticeship delivery	E	A/I
An understanding of the barriers to education and learning for both the 16 to 18 age group and adults	E	A/I
Ability to empathise with a wide range of people from a variety of backgrounds	E	A/I
Skills in managing professional boundaries and potential risk to enable successful case load management and to encourage resilience within the student and apprentice cohort	E	A/I
Understanding the needs of the local community and support networks	D	A/I
Ability to maintain confidential and professional relationships working collaboratively to share information appropriately to ensure the best outcomes	E	A/I
Qualities:		
Ability to work calmly and professionally under pressure and meet deadlines	E	I
Willingness to undertake some travel in line with the needs of the role	E	I
Flexibility in working patterns to meet the needs of the business	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I

Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
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E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Sally Smith	Date Produced:	July 2021
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