

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Senior Parenting Practitioner	<b>Grade:</b>	SO2
<b>Reports to (Designation):</b>	Family Hub Manager	<b>Grade:</b>	PO4
<b>Directorate:</b>	Children and Young People	<b>Department:</b>	Prevention and Early Help

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#### Main Purpose of the job:

To train, lead and support a team of Parent Group Leaders (volunteers) to enable them to provide high-quality parenting programmes in Family Hubs, other sites and also online.

Plan and coordinate parenting offer in collaboration with colleagues.

Develop and manage booking system for various parenting courses, liaising with colleagues.

Coordinate and deliver parenting surgeries and programmes across Lewisham, including but not limited to various EPEC manuals, and Reducing Parental Conflict on a 1:1 and group basis.

Services may be offered on an individual or group basis and the post holder will work independently and/or in collaboration with colleagues in Family Hubs and other agencies.

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#### Summary of Responsibilities and Personal Duties:

1. To support the Family Hubs Manager in the planning, delivery, evaluation and reporting of high-quality parenting programmes.
2. To deploy allocated staff, volunteers, and resources effectively, carrying out induction, regular supervision, SMART target setting and monitoring of practice, offering support as needed.
3. To provide advisory support to allocated staff and volunteers in relation to safeguarding and promoting the welfare of families, children and young people.
4. To ensure all programmes and workshops for parents and carers are planned, delivered and evaluated in line with all agreed safety procedures and the highest quality standards, developing new programmes to meet identified needs.
5. To participate in quality assurance activity to ensure a high-quality service – this includes but is not limited to dip samples, case file audits and practice observations.
6. To ensure that all Parenting Practitioners and volunteers deliver intervention in line with programme fidelity and, where appropriate, provide advisory support to deliver high-quality bespoke interventions where service users are in need of more tailored intervention.
7. To deliver a rolling programme of evidence-based programmes around the borough for babies, children, young people and their families in Family Hubs and other locations, ensuring adherence to programme fidelity and robust capturing of outcomes.

8. To assess families for parenting programmes, following the referral pathway to allocate the most suitable parenting or other support to those families.
9. To promote understanding of the different ways parenting can impact the lives of CYP. To consider ACEs, Trauma Informed Practice, Contextual Safeguarding, Best Start in Life Five to Thrive and any new initiatives when planning and delivering the offer.
10. To ensure that sessions:
  - have a clean safe space ready for use, through assessing risk and taking remedial action as necessary
  - are appropriately resourced, with a focus on using natural objects where possible to do so
  - promote healthy lifestyles
  - promote positive parent to child attachments and relationships
  - promote outdoor play and learning for younger children
  - are enjoyable and stimulating for young children, giving them opportunities to be creative, discover, talk and explore
  - run smoothly at each session and adhere to all the quality and safety standards, policies, procedures and guidelines set
  - are cleared away at the end, with resources and equipment cleaned and appropriately and safely stored, and the space left clean, safe and tidy.
11. To ensure that all sessions:
  - are appropriately planned to show target group, planned outcomes for children, young people and parents and carers.
  - are fully inclusive and welcoming to all members of the community
  - are evaluated at the end of each session/programme to demonstrate whether outcomes have been met and to identify support needs for individual children and families
  - promote parental involvement in their children's lives and support them in their role as parents and carers
  - promote and support good relationships between CYP and their parents and carers
  - safeguard children and promote their health and well-being
  - enter information on the central database evidencing impact on the courses both on parents and carers attending, and on children attending the course crèches
12. To deliver Parenting Surgeries in centres as part of a rolling programme across the borough, using an associated assessment tool to demonstrate the impact of each parent contact.
13. To offer 1:1 support to vulnerable families attending the courses if agreed with the Line Manager in advance and if capacity permits. Support can take place in the Family Hubs or other sites across the directorate, according to the needs of the family.
14. To create a holistic support service for the child/family through positive and professional work with other services and agencies as required, including making referrals to other agencies as needed.
15. To support parents and carers in accessing Vitamin D, the Healthy Start scheme, funded childcare, and employment, training and volunteering opportunities and any other services they may need. To promote take-up of a range of childhood health support measures. To make timely referrals to the Family Practitioner Service and other services where needed.
16. To work to the highest possible quality standards of service at all times in accordance with Lewisham Council's policies and procedures. This includes, but is not restricted to: -

- Being aware of responsibilities in safeguarding children, young people and vulnerable adults and the procedures to follow in acting on concerns
- Following good practice guidelines for working with vulnerable children and families in a safe and professional manner.
- Ensuring that all support given to parents or carers keeps the needs of the child/children at the centre of the support at all times.
- Working in genuine partnership with families to empower them to make positive changes and develop strategies for improving their current situation and tackling difficulties appropriately in the future.

17. To follow all standards and procedures to keep yourself safe during your working hours. This includes, but is not limited to:

- Carrying out risk assessments and updating these as information changes
- Being aware of the agreed procedure and strategies to safeguard yourself when working in the community and in family homes
- Ensuring on-line personal calendars are kept up to date at all times and shared with all managers

18. To provide detailed written reports as directed by the line manager, to include monitoring and evaluation information.

19. To participate fully in supervision and appraisal meetings and team meetings and attend other meetings as directed by the line manager.

20. To ensure that all work safeguards children, young people and vulnerable adults, promotes equality and diversity and works within the Data Protection Act to ensure the safe storage and handling of personal information.

21. To work flexibly to enable the service to be responsive to the developing needs of the service users across the full week – at times this will include some evenings and weekends as directed by the line manager.

22. To attend relevant training and continually update knowledge related to the requirements of the post.

23. To work to a high standard and in a professional manner, in accordance with Lewisham Council policies and procedures.

24. To promote, embed, and uphold the principles of the Signs of Safety practice framework.

25. To be responsible for promoting the Family Hubs offer and raise awareness across the professional partnership and amongst service users.

26. To actively promote the Family Hubs offer and seek to creatively overcome any barriers that may be in place that reduce accessibility for seldom heard groups.

Internal Contacts: These include CYP Directorate

External Contacts: This will include NHS, VCFS, Schools, PVI settings

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET  
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: none

Title:	Grade	No of posts
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Number of partially managed staff: none

Title:	Grade	No of posts
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## PERSON SPECIFICATION

**Job Title:** Senior Parenting Practitioner **Grade:** SO2

**Department:** Prevention and Early Help

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>
<b>Knowledge</b>	
Possess expert knowledge in safeguarding children, young people and vulnerable adults.	<b>S</b>
Demonstrate excellent understanding of child and adolescent development	<b>S</b>
Knowledge of evaluating the effectiveness of a provision or service.	
<b>Aptitude</b>	
Demonstrate good interpersonal and communication skills, excellent standards of literacy and numeracy, including an ability to speak effectively and clearly to a wide range of groups, and write clear and informative reports.	
Demonstrate an ability to be organised, methodical and able to work independently on own initiative prioritising and managing own time in order to meet deadlines and targets.	
<b>Skills</b>	<b>(To Be Tested – T)</b>
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	
Demonstrate the ability to use listening skills and work in an empathetic manner to enable and empower parents and carers to make positive decisions about their children and their family lives	<b>T</b>
Have experience of working with children, young people or families in an urban multicultural and multilingual society.	<b>T</b>
Demonstrate a good understanding of the needs of vulnerable families within disadvantaged multicultural urban environment.	<b>T</b>
Demonstrate the ability to work as part of a wider team with the capacity to be flexible and deal with new ideas and change when required	<b>T</b>

<b>Experience</b>	
Experience of line managing or co-ordinating a team, and of supervising the work of staff or volunteers	<b>S</b>
Experience of working with vulnerable families.	
<b>General Education</b>	
Possess Work with Parents Qualification at Level 4; or possess NVQ 3 as a minimum in childcare, social work, social care, youth work, counselling, early years or education	<b>S</b>
Possess a training qualification to deliver evidence-based parenting programmes such as EPEC (desirable)	
Possess Early Years degree, NVQ Level 4 or equivalent or other high-level qualification (desirable)	
<b>Personal Qualities</b>	
Reflective, resilient, and adaptable in the face of change and challenge.	
High level of integrity, professionalism, and emotional intelligence.	
<b>Circumstances</b>	
Able to attend meetings / site visits in locations both inside and outside of the borough.	
<b>Physical</b>	
Generally candidates must meet the standard Lewisham requirements for the post	

**DBS Disclosure Required**    **Basic** ☐    **Standard** ☐    **Enhanced** ☒

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)