

# Job Description and Person Specification



# Job Description

|                            |                        |
|----------------------------|------------------------|
| <b>Job Title</b>           | Parenting Practitioner |
| <b>Grade</b>               | 4                      |
| <b>Service</b>             | Help and Protection    |
| <b>Reports to</b>          | Parenting Leads        |
| <b>Location</b>            | Citywide               |
| <b>Job Evaluation Code</b> | A5970                  |



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To deliver a parenting support offer within a family hub locality, that enables parents to access information, advice, guidance and support at the right time, promoting universal open access parenting support as well as connecting families to targeted evidenced based parenting interventions.

## Main Duties & Key Accountabilities

### Core Knowledge

- To act as a key contact within a family hub who can help parents to understand the parenting support available at a local level that best meet needs
- To deliver evidenced based parenting interventions as part of the local Family Hub Offer
- To establish parent champion groups within local communities to create and maintain a local parenting support network
- To contribute to the parenting peer group model at a local level that supports professional development across the partnership
- To deliver parenting support and targeted outreach activities within local communities in conjunction with local service providers
- To work in partnership with local services to ensure that parents receive the right help at the right time.
- To contribute to the promotion of Coventry's parenting offer in order to raise the profile of support available to parents at a local level
- To provide information, advice and guidance to families appropriately so they receive the advice needed in a timely manner.
- Contribute to the maintenance of appropriate records in accordance with children's service recording guidance
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

|   |   |
|---|---|
| <b>External</b><br>Health<br>Education<br>Early Years Settings<br>Police<br>Community groups and third sector organisations | <b>Internal</b><br>All service areas in Children's Services<br>Adult Education Service<br>Education Service |
|---|---|

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

|   |  |
|---|--|
| <b>Job Evaluation Code</b>  |  |
| <b>Knowledge</b>  |  |
| An understanding of the needs and characteristics of children, young people and their families.   |  |
| Knowledge and understanding of Coventry Safeguarding Children Partnership Right Help Right Time Guidance  |  |
| Knowledge of child development  |  |
| An understanding of evidence-based parenting programmes   |  |
| <b>Skills and Abilities</b>   |  |
| Ability to communicate effectively with children, young people, families and colleagues both verbally and in writing                                |  |
| Ability to use a range of evidence-based interventions to effect change with children, young people and families and carers.                        |  |
| Monitor, review and evaluate your work with children, young people and families   |  |
| Ability to work in partnership with parents   |  |
| Ability to work in partnership with local services to meet local need   |  |
| Ability to work on own and as part of an integrated team  |  |
| Recognise and challenge behaviour and attitudes that discriminate against others  |  |
| Standard Keyboard skills  |  |
| Ability to confidently present and disseminate information to a wide range of audiences   |  |
| <b>Experience</b>   |  |
| Relevant experience of working directly with children, young people and families for example health, education, early years or social care settings |  |
| Experience of supporting parents / carers and their families on an individual basis or within a group situation                                     |  |
| <b>Qualifications</b>   |  |
| Relevant Level 2 qualification or substantial experience of working with children, young people and families  |  |

**Special Requirements**

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

The post holder will be required to work across the city area and outside of normal business hours occasionally

**Date Created**

March 2023

**Date Reviewed**

March 2023