

Job Description and Person Specification



Job Description

Job Title	Supporting Families Team Leader
Grade	8
Service	Help and Protection
Reports to	
Location	Citywide
Job Evaluation Code	L3973D



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 provide support to children, young people and their families through the management and delivery of intensive family support services to improve outcomes through the Supporting Families Programme

To work collaboratively with partners and stakeholders building on existing partnerships and developing service delivery arrangements.

To ensure a whole family approach is adopted in assessment planning and intervention.

Specific job purposes are:

- 1) To provide effective management of a team providing intensive family support services for children, young people and families and to ensure that integrated practice is embedded to improve outcomes for children, young people and their families
- 2) To lead on the planning, delivery, monitoring and evaluation of the family support offer, working in partnership with parents, local services and children and young people's forums
- 3) To ensure that the Supporting Families service offer meets with required inspection standards under OFSTED and are in accordance with other related Government Guidance

Main Duties & Key Accountabilities

Core Knowledge

- To be accountable for the efficient and effective day-to-day management and delivery of family support services to children, young people and their families in line with national Supporting Families objectives, working closely with the local communities, partner agencies and the Family Hub network
- To manage resources effectively, maximising income generation and in line with the principles of value for money, including authorising payroll and local expenditure.
- To work with partners to provide joined up services and to ensure step up to and step down from specialist services focussing on a seamless experience for children, young people and their families
- To ensure that family support services, including early help assessments, plans and intervention and support provided to children, young people and their families are of high quality, outcome focused and provide evidence of the impact of interventions.
- To be responsible for the management of a team in accordance with Coventry City Councils HR policies and procedures, including the recruitment of staff.

- Lead and supervise the casework and group work of a team of workers who empower families to sustain positive behaviour changes through case management, responding to the range of referral pathways
- To oversee the delivery of evidence-based programmes, to children, young people and their families, in a range of settings including the home.
- To understand, implement and comply with relevant legislation, statutory guidance and inspection requirements and to take responsibility for problem solving and resolving service user complaints.
- To be responsible for the safety and security of staff and service users.
- Co-ordinate the professional development of paid and voluntary staff including coaching, role modelling, appraisal processes and all staff development activity
- To lead on and implement relevant local and national initiatives and policies as directed
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Education Early Years Settings Police Community groups and third sector organisations	Internal All service areas in Children's Services Education Service Adult Education Service
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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:

Supporting Families Teams

Person specification

Job Evaluation Code	
Knowledge	
Knowledge and understanding of the application of Coventry Safeguarding Children Partnership Right Help Right Time Guidance	
Knowledge of relevant evidenced based interventions for early help and family support	
Understanding of the benefits to children and families of partnership working and interagency approaches	
Knowledge of the statutory Ofsted regulatory framework	
Knowledge of child and adolescent development	
Knowledge of the Supporting Families Outcomes Framework	
Skills and Abilities	
Ability to lead a team to achieve service objectives	
Developed written & verbal communication skills e.g. the ability to engage with and communicate with a diverse range of children, young people and their families including those with complex and communication needs	
Ability to manage competing priorities, delegate and coordinate workloads	
Ability to manage budgets	
Ability to provide effective case load management that includes case supervision, management oversight and allocation	
Standard keyboard skills	
Ability to use performance management systems	
Ability to use case management systems	
Experience	
Experience of managing, motivating and building effective teams at supervisory level in social care, health or educational setting	
Experience of partnership and multi-disciplinary working	
Experience of leading and managing change within teams	

Experience of working in and meeting the needs of diverse communities
Experience of controlling service budgets
Qualifications
Professional qualification in teaching, early years, nursing, youth or social care and substantial experience in managing similar services
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

Date Created	March 2023	Date Reviewed	
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