

Job Description and Person Specification

Role: Trauma Informed Practitioner (TIRs Education)



Job Description

Job Title	Trauma Informed Practitioner (TIRs Education)
Grade	5
Service	Children's Services
Reports to	Team Leader
Location	Broadgate House, Coventry
Job Evaluation Code	A5805



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

Trauma Informed Support Officer to work under the general direction of the Team Leader and the Service Manager, to be responsible for the day-to-day delivery of administrative support to the Positive Directions Project (TiRs).

Main Duties & Key Accountabilities

Core Knowledge

- Intensively work holistically and flexibly with identified children and young people who are at risk of becoming 'Looked After' or have already become 'Looked After'; who are risk of serious offending/open to youth justice; stepping down from the secure estate and with extended non-school attenders and have the opportunity for a more positive set of life experiences and chances.
- Focus on relationships and commit to work restoratively with identified young people and their families and teams of practitioners working to support them
- Undertake relevant casework and assessments, on occasions this will enhance existing assessments, provide support and planning, ensuring timeliness and accuracy of recording on all relevant database(s)
- Promote children's independence in learning, social and mobility skills. Reinforce the children's self esteem through praise and encouragement.
- Ensure that children are able to safely use school equipment and materials provided by.
- Use creative ideas to increase school attendance.
- Support children from 0-18 years with increasing school attendance.
- Understand children's vulnerabilities of trauma and complexity.
- Build on children's interest to engage with social activities.
- Provide advice and guidance to schools in line with trauma informed approach.
- Support children outside of lesson times, including before and after school, visiting the home, school and community.
- Use social prescribing to connect children back to their community.
- Assist school with reasonable adjustments for their students.
- Assist school with understanding childrens timelines and how trauma affects school attendance.
- Support parents/carers to understand trauma informed care and increase school attendance above 50%.
- Assessment writing, and how this differs for children who move through development stages from 0-18 years of age.

- Working together with social workers and schools, including those working in the third and voluntary sector, to implement practical and emotional support, promoting a strong culture of collaboration and social prescribing built through joint and multidisciplinary working and a shared vision in supporting the child and family.
- Delivery of direct work with children through their plans of support to ensure our focus is the voice of the child.
- Robust promotion and adherence to the TIRs model of working including the multidisciplinary approach.
- To work in a restorative way, developing strong relationships to support families to help themselves, empowering young people, and families to make their own decisions and actively engage in their plan of support or intervention.
- To work as part of a multi-agency team with parents, young people and children to positively make a change in family behaviours.
- Ensure that plans of individual service with young people are based on social prescribing and co-production that reflect the expressed needs and wishes of the young person.
- To act as a positive role model for parents/carers in a range of contexts including groups, drop-in sessions, 1-1 work.
- To be responsible for various levels of family support with individual families working in their home or other community settings as appropriate.
- To deliver evidence-based interventions on an individual and group basis, with consent from the family, ensuring that it is proportionate to the needs of the child and the family.
- To provide signposting information and direct advice and guidance to families on child development and parenting using evidence-based practice.
- To work as part of a multi-agency team that can be located and/or providing services anywhere in the county.
- To focus on the voice of the child and the family to achieve outcomes with their voice at the centre of our engagement.
- To communicate effectively with children, families, colleagues and other agencies in order to share information and skills.
- To work within the Procedures of Coventry Safeguarding Children's Board to effectively safeguard and protect children.
- To demonstrate accountability, within the prevailing legislative framework and council policies and procedures with supervision of the line manager.
- To attend appropriate continuous development activities as are required and suitable, in agreement with the line manager.
- To have responsibility for safe and appropriate working practices, including home visiting or lone working.
- To complete recording, monitoring, planning and evaluation systems in line with Service processes and requirements including those required by the TIRS project.
- To attend and participate in all team meetings and all appropriate meetings as directed.
- To attend and participate in all training and development activities required as part of the role.

To undertake any other duties that shall from time to time be required, and that are commensurate with the grading of the post.

Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies CAFCASS	All service areas in Childrens Services Human Resources LADO Adults Services

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

Job Evaluation Code	
Knowledge	
An understanding of issues which impact on young people's needs and behaviours	
Understanding of appropriate and effective problem-solving intensive interventions with young people including 1:1 support and work with families	
An awareness of the difficulties likely to face pupils with trauma history.	
A thorough knowledge of issues relating to child protection	
Satisfactory check through the Disclosure and Barring Service.	
Skills and Abilities	
Ability to engage and motivate young people, work using own initiative	
Ability to establish good working relationships with young people based on respect and openness	
An understanding of the role adults play in children's learning and school attendance.	
Ability to work effectively within teams and as an individual	
Commitment to anti-discriminatory practice, safeguarding and confidentiality. Understanding of safeguarding and child protection responsibilities	
An awareness of the difficulties likely to face pupils with trauma history.	
Ability to work well as a team and on a multidisciplinary basis with other colleagues, including managers and other multi-agency workers.	
Minimum of 1-year experience of continuous Family Support Work, working with and supporting families, including in their home, or in another setting and achieving a satisfactory performance level.	
Some understanding of child development and the way children learn	
Significant experience of engaging and working with vulnerable families and children with challenging needs and/ or behaviour, as portrayed by work examples.	
Some understanding of child development and the way children learn, and the needs and characteristics of children and young people.	
Ability to manage, update and prioritise case work/files	

Ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.
Ability to communicate fluently, in writing and verbally with a range of people from diverse backgrounds and professions.
Ability and experience to cope with significant emotional demands, caused by contact with the most vulnerable children and families.
Proven track record of continuous professional development in relevant disciplines. Including, ability to explain tasks simply and clearly whilst being supportive, patient, and caring.
Effective written, verbal and presentation skills and demonstrate ability to write clear, concise, accurate reports, case notes and support plans
Ability to undertake appropriate assessments of the needs of young people and their families to support and implement effective support plans
A strong understanding of Trauma Informed approaches and implementation into practise, whilst supporting colleagues to use Trauma Informed approaches.
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).
Experience:
Experience of working with young people who have complex needs and exhibit emotional and behavioural difficulties
Experience of creative and innovative approaches to engage vulnerable and hard to reach young people
Experience of data protection, recording sensitive information, maintaining case files and adhering to confidentiality policies
Experience of working in a multi-agency capacity, ensuring collaboration with partner agencies and promoting relational practice.
Understanding of risk management for 0-18 years.
Understanding of Education and Health care planning process.
Understanding of adversity and how this affects children aged 0-18 years.

Desirable Criteria

Educational:

NVQ Level 3 or above or other equivalent qualification in Social Care, Youth work, Children & Family Work or Child Care Field etc.
Previous experience of delivering group work.

Previous experience of using mediation techniques or approaches
Previous experience working with children and young people aged 0-18 years.
Understanding of education system and relevant policies.
Understanding of children and young people's development, including additional needs/vulnerabilities.

Date Created	July 2022	Date Reviewed	January 2024
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