

Early Help Schools Co-ordinator

Service	Reporting to	Location	Grade	Salary	Hours
Early Help Service	Early Help Locality Manager	Citywide	4B	£47,181 – £50,269	36 hours per week including some weekends and evenings

About the role

- To lead implementation of the Team Around the School Model across the City.
- To lead Thrive in Education meetings and support the Thrive in Education offer to Schools.
- To build and maintain a robust, effective, and productive networking system within schools, the locality, LA, and the wider City to ensure Early Help is provided at the earliest opportunity.
- Be part of the Early Help Locality Service leadership and management team in leading the organisation and planning processes to deliver high quality outcomes for children, young people, and their families.
- To lead and co-ordinate the school early help offer for families across the locality, ensuring partnership co-ordination and support using common processes as applicable.
- To provide appropriate advice, guidance, and support for primary and secondary schools to ensure effective early help for children, young people and their families and support high quality outcomes.
- To provide specialist advice and support to staff within the Early Help Integrated Locality Service and Partners relating to work with schools.
- Demonstrate excellent leadership to maintain a service culture which places children, young people, and families at the heart of the service delivery.
- Identify and be responsible for facilitating shared learning and best practice to ensure that staff within schools are supported to deliver or access early help interventions that are evidence based and deliver measurable outcomes for children, young people, and families.
- Challenge the 'status quo' for information sharing and be responsible in leading on and supporting robust information sharing practices and systems of recording and monitoring performance within schools to enable continuous performance management and quality improvement across early help services.
- Identify opportunities and be responsible for the development of community and partner engagement in Early Help service delivery within schools.
- Support the wider management team in the effective management of the Early Help Integrated Locality Service Locality case allocations. .
- Collaborate with the wider management team and others, ensure that there is consistency in the work allocated to schools in line with local priorities.
- Support the development of service business plans, workforce plans and other reports as applicable to the service.

- To work collaboratively and creatively with schools, colleges, other Local Authorities, other agencies, the voluntary sector, and other groups to design, implement and coordinate interventions for vulnerable children and young people.
- To be fully conversant with statutory legislation and policies relevant to the service area and national, regional, and local development that impact on delivery.

Key outcomes

- To act as the lead for managing the relationship with schools within the locality early help model.
- To provide specialist consultation and training to staff in schools (including parent and governing bodies) in relation to the Early Help Integrated Locality Service.
- To provide specialist consultation and training to staff within the Early Help Integrated Locality Service and to other agencies in relation to schools.
- To organise and chair multi-agency planning meetings for children and young people where appropriate.
- Ensure effective operational arrangements are in place within schools across the locality and the City with regard to the Integrated Early Help Service, Family Assessment/Team Around the Family.
- Lead along with the wider management team the efficient and effective delivery of services.
- Promote and strengthen effective working relationships between schools and wider partners around the needs of children, young people, and their families.
- Identify and develop the provision of appropriate learning opportunities for staff in schools and partners across the Early Help Integrated Locality Service.
- Support the development of the service as part of the wider management team.
- To act as the locality lead for the school's area of the integrated early help model.
- Responsible for the specialist locality triage of early help referrals from schools to ensure efficient and effective allocation across the locality and the City.
- Ensure the implementation and monitoring of assessments and interventions for children, young people and their families are appropriate to the identified need.
- Manage the interface between schools and the Early Help Integrated Locality Service and other services e.g., Children's Social Care, CAMHS and services for adults with specific reference to levels of need, thresholds for intervention and Early Help Pathways.
- To undertake joint work, liaise and share information with other professionals and partner agencies including school staff, Education Welfare Officers, health professionals, Social Workers, and workers from other statutory and voluntary agencies, as appropriate.
- To take the locality lead on integrated early help in schools to coordinate the right support for families and ensure that it is delivered in the right order, right time, and place, to ensure needs are met and prevent issues becoming more complex.
- To act as the single point of contact for families with complex needs who do not have an allocated worker, to access services, escalate and resolve issues and prevent duplication of assessment, contact and service provision.

- Empower staff in schools to actively seek opportunities for working collaboratively in the delivery of Early Help interventions across organisational and service boundaries to deliver integrated services based on need.
- Support staff in schools to act as lead professional to co-ordinate the care of children, young people, and their families.
- Support staff in schools to accurately capture information about the impact of an Integrated Early Help offer, using standardised tools and systems where appropriate.

What we need from you

- Ability to successfully lead and co-ordinate multi-disciplinary partnerships with schools, building on strengths of different multi-disciplines, to deliver positive outcomes in relation to children, young people, and families.
- Demonstrate a commitment to continuous personal and professional development.
- A good record of identifying, influencing, and building effective relationships with people at all levels across schools, the Council and City (i.e., other agencies, partners and VCSE) to achieve highly effective, early help interventions and strategies for children, young people and their families' outcomes.
- Experience of working in partnership with schools, other areas across the Council, partners, and external agencies to identify, develop, implement and embed highly successful early help strategies, policy and interventions. Including, negotiating with schools and other external agencies'/organisations' for the benefit of the service.
- A proven track record of using professional knowledge, Authority Policy/Procedure, and legislation in work with schools along with theoretical knowledge across the whole area of early help.
- Ability to be faced with numerous operational problems, where unavoidable interruptions occur daily and personally resolve these using own initiative where existing rules, procedures or instructions do not exist.
- Ability to manage performance using analytical skills and an understanding of performance data and trends. In addition, using these analytical skills to assess a variety of different sources where the information may be complex, conflicting and requires judgement to select/reject options.
- A track record of dealing effectively with service users where circumstances or their behaviours are emotionally upsetting while being responsible and putting in place appropriate programmes of care or welfare.
- An ability to identify risk and manage risk within schools, Children's Services, the Council and across the City taking action to mitigate or eliminate and put interventions in place to avoid any risks reoccurring.
- Ability to support and, where appropriate, lead the development of evidence-based practice and ensure that programmes are delivered with fidelity.
- Awareness of National and Local strategy and policy relevant to early help and schools and understanding of wider Council, City and GM strategies/principles (i.e., strengths based, place based etc.)

- Ability to understand and interpret complex written reports and policy documents, including the ability to evaluate the arguments.
- Ability to support a multi-disciplinary partnership to ensure children, young people and/ families to actively engage in service planning and/or evaluation.
- A proven track record of working in an environment of change to achieve results/outcomes through using your own initiative and sound judgement, while seeking out creative and imaginative solutions/approaches to complex situations and lead on implementing them for service improvement and development.
- Experience of regularly being faced with problems or situations and personally resolving these where they are not covered by existing rules, procedures or instructions and require information from a variety of sources which conflicts and where professional judgement is required to resolve.
- Able to demonstrate resilience, while bringing a multi-disciplinary partnership together and operating in VUCA (Volatility, uncertainty, complexity and ambiguity) climate.
- Ability to understand, translate and implement relevant legislation, statutory obligations, policies and procedures to achieve performance objectives and effective outcomes for children, young people and families. While having a detailed understanding of relevant education, children's and safeguarding legislation, understanding the underlying concepts and principles of the specialist area within which this job operates at an advanced level.
- Ability to constantly challenge the status quo at a team, organisation, and partnership level to achieve the best possible outcomes for children, young people, and families.
- An ability to communicate effectively, information which can be both complex and potentially contentious to a range of different types of audiences, (including non-specialist) both in writing and orally across a range of contexts. While demonstrating the ability to create and deliver concise, engaging, and accurate information to a range of audiences.
- Experience of providing effective support to internal and external peers to facilitate learning opportunities for sharing best practice and ensure effective interventions and strategies that will improve outcomes for children, young people and their families.
- Excellent IT skills and demonstrate ability to undertake presentations.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital

Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our vision and priorities

Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

Our leadership behaviours

As a values-based leader you will:

- Model the values and embed them into the way your team delivers services.
- Hold people accountable for demonstrating the values.
- Respect and care for others, treating everyone fairly, valuing and welcoming diversity, respecting people's identity, listening and acting on the things people say to enable everyone to achieve their full potential.
- Be honest, taking responsibility for your actions and decisions.
- Use resources that you are trusted with wisely.

To lead others, you will:

- Listen to understand, not to defend.
- Give people the freedom to use their initiative.
- Provide opportunities for people to discuss and solve problems and issues – focused on learning, not blame.
- Regularly provide coaching and support to others to help them achieve their objectives and potential.
- Appreciate and build on people's strengths.
- Motivate, engage, encourage and inspire others in order to be the best they can be.
- Build lasting productive relationships with residents, partners and elected officials.

To lead outcomes, you will:

- Be visible, inject pace, vigour and purpose.
- Expect high standards; mediocrity is not acceptable.
- Take an evidence and whole system approach in making decisions.
- Maximise technology and models to deliver quicker, easier, better services.
- Have a digital mindset, fully utilising digital systems and solutions to deliver services efficiently and effectively.
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop.

To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to change how we do things.
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Recognise and value the strengths of people and places, taking a strengths-based approach to make the most of opportunities.
- Support people through change, in undertaking new things, and taking risks.
- Take a place and whole system approach in designing, delivering, and leading services developing solutions with our partners.
- Ensure inclusion is integral to service delivery and organisational performance and develop a resilient, diverse workforce who reflect the increasing diversity of our city.
- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.