

Family Time Practitioner

Role Profile

Service: Children's Services - Support & Protection
Band: Band 4
Reporting to: Manager/Deputy Manager/Senior Practitioner
Responsible for: No direct reports



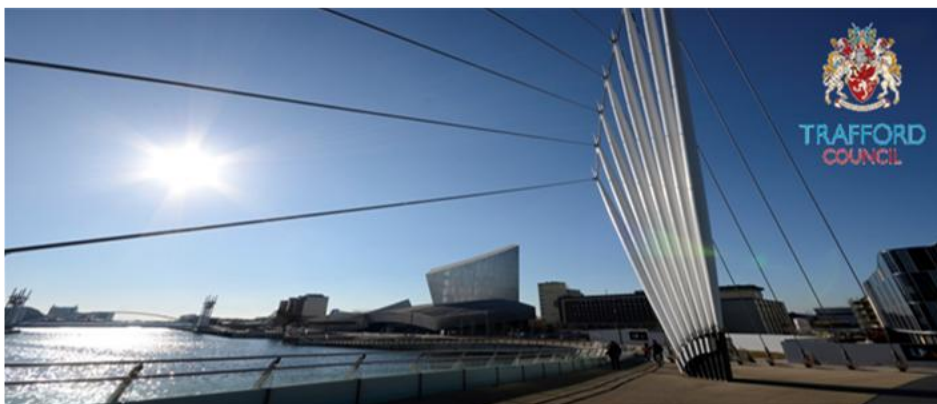
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

'Hayeswater Family Time Service' is Trafford's provision for safe and meaningful family time between children and their families. It is a safe place for children and young people to spend time with people they care about and to maintain healthy relationships and a good sense of identity.

Your Main Priorities

- Working as part of a team supporting Family Sessions between children and their families flexibly in a variety of settings.
- Working collaboratively with colleagues, partners, service users and other stakeholders to meet the needs of the Service.
- Escorting children and young people to and from family time sessions, school and other appointments when necessary.

Key Duties:

- Carrying a caseload of vulnerable children and young people and undertake interventions to contribute to the safeguarding and overall assessment held by the Social Care Teams.
- Organising and planning family time sessions.
- Working with vulnerable children and young people who have either witnessed or been a victim of domestic violence, neglect, physical, sexual and emotional abuse who may have severe emotional and behavioural issues.
- Accurately recording information and providing evidence-based analysis which identifies the needs of the children and care planning in a timely manner.
- Collating information required for Court Bundles and attend Court when required to give evidence on the nature of family time sessions.
- Working restoratively with children and families who are accessing services and potentially have a range of issues that may affect their parenting.
- Ensuring that appropriate risk assessments are in place and adhered to.

- Attending Multi Agency meetings such as Child Looked After Meetings, Strategy Meetings, case conferences, core group meeting as necessary and to provide written and verbal information and advice.
- Using your knowledge of attachment theories and ability to demonstrate insight into the issues facing children in care proceedings.
- Developing and maintaining effective working relationships with families to ensure that quality contact sessions take place and that support and advice is provided based on the individual needs of the children, young people and their families.
- Assisting with the delivery of parenting programmes when required.
- Undertaking any other duties as and when required which are commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Minimum of one years' experience of working with children and families in a professional setting with a sound understanding of children's developmental needs and the parenting task.
- Minimum of NVQ Level 3 qualification (or equivalent experience) in a relevant area.
- GCSEs A to C in Maths and English.
- Commitment to personal and professional development

Experience and Knowledge

- Experience of working with vulnerable children and families within a safeguarding setting preferable.
- Sound understanding of children's developmental needs and the parenting task
- Experience of working as part of a team and achieving collective goals.
- Experience of communicating with a wide range of audiences using appropriate communication channels to provide information which is clear, concise and effective.
- Experience of providing advice and guidance to a range of audiences.
- Experience in using Microsoft Office packages, including Word, Excel and Outlook.
- Preferably have up to date knowledge of the Childrens' Act, regulations, policy and legislation relating to Childrens' Social Care.

- Knowledge of attachment theories and the ability to demonstrate insight into the issues facing children in care proceedings would be an advantage.

Skills and abilities

- Solution focused with ability to prioritise and manage your daily workload, producing accurate work within deadlines.
- Ability to communicate the planning, delivery and outcomes of Family Time and direct work within case notes, verbally and within recording systems (knowledge of Liquid Logic would be an advantage).
- Demonstrate a sound understanding of children's developmental needs and the parenting task.
- Proven ability to communicate and work with a range of professionals and agencies ensuring a seamless service for children and families, managing and providing information to support effective decision making.
- Ability to establish good relationships with children, families and colleagues.
- Ability to work individually and as part of a team.
- Excellent written and verbal communication skills; presenting information to a range of audiences in a format easily understood
- Ability to focus clearly to achieve defined results and outcomes.
- Analytical and problem-solving skills, needing minimum supervision to effectively respond independently to unexpected problems and make decisions / recommendations to contribute towards assessments.

Special Conditions

- Applicant must hold a full, current and valid driving license and a vehicle with a current valid MOT certificate. There must also be an adequate vehicle to transport multiple children with valid business insurance in line with Trafford's Travel Costs Reimbursement Policy.
- Enhanced DBS with Barred List(s) check.
- Flexible approach to working hours according to service need.
- An unsocial allowance of 3% of the basic salary will be paid for working 10% of contracted hours at weekends.

Date prepared/revised	2018 / Refreshed 18.9.23/ Slight amendments 30.5.25
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Prepared/revised by	S Campbell / L Shellabear / I Chunara
Job Evaluation	Existing

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.