



## Job Description

Job Title: Family Time Supervisor

POSCODE: 2956

Grade: H

### Overall Purpose of Role

To promote quality Family Time between children and young people who reside within the care of the local authority and their families, to support the ongoing relationship building between the child and their family. To organize, supervise, record and assess child Family Time with the needs and safety of the child as the paramount concern. To work as part of a team, carrying out and developing the duties and responsibilities of this post, liaising with parents/carers and professionals to ensure that Family Time meets the changing needs of children and families that reside within Northamptonshire and Out of County

Main Accountabilities	
1	To provide child focused supervision of children's Family Time with family and carer. working within the terms of court orders and referring agencies, conditions of Family Time and as far as possible in partnership with parents/carer.
2	To produce concise, relevant and accurate recordings of Family Time sessions in line with the framework of policies and procedures using Signs of Safety. To capture the voice of the child within all case recordings and feed this into the ongoing proceedings for the child. To keep records and documentation pertaining to meetings and Family Time with children and families in line with Northamptonshire Children's Trust standards and procedures. To ensure information on the electronic case management system is maintained accurately and up to date within timescales, recorded and distributed in line with the court proceedings.
3	To undertake assessments of child and family for court proceedings and where required to attend and present these to the court.
4	To act as the Family Time Supervisor and attend Family Time agreement/review meetings 6 weekly with the family and Social Worker to ensure that Family Time remains fit for purpose and supports the changing needs of the child.
5	To assist families to receive support by role modelling and the transferring of practical skills to enhance a parent's capacity to meet the needs of their child within the Family Time session. This will include undertaking assessment work within the Family Time Session as identified by the Social Worker in the pre allocation meeting.

6	To develop a workable risk assessment and adhere to this in respect of the child/young person attending Family Time, this can include managing risks that are deemed high, such as risk of abduction, physical and verbal abuse towards professionals. To assess parent's presentation using professional judgement prior to attending Family Time with their child and to intervene and make decisions to end a Family Time session if it is deemed to be in the best interests of the child's safety and wellbeing.
7	To work within the Family Centres, Family Hubs, community and family home to implement standards that are conducive to good family models. To work in partnership where possible with families ensuring professional boundaries are set and maintained. To work alongside families in devising strategies that will enable the family to move, achieve and sustain positive outcomes.
8	To effectively manage the workload, demonstrating good time management, working across service delivery hours to provide a flexible and responsive service. Understand the usefulness of performance information and to ensure the completion of the appropriate paperwork to capture such information accurately.
9	To work flexibly to meet the needs of the service. To provide a responsive service that meets the needs of children and their families. Working on a Saturday as required via a rota system. To work within the Court teams when required as a bridging supervisor facilitating Family Time Sessions before allocation to a regular Family Time Supervisor ongoing.
10	To attend and receive identified specialist training to support the undertaking of the role.
11	To make all necessary practical arrangements for the Family Time sessions to take place safely and that is in the best interests of the child. This may include transporting of children by a Family Time Supervisor or arranging transport for children/young people attending Family Time via NCT internal provider. To be responsible for the preparation of the venue being used and ensure that this is safe prior to the family's arrival.
12	To prepare, receive and participate in formal supervision and appraisal processes in accordance with NCT policy and procedure.
13	Deliver excellent customer service, incorporating Northamptonshire Children Trust equality and diversity objectives and supporting the trust to achieve best practice in all it delivers.
14	Participate in learning and development opportunities available relevant to the post.
15	Remain up to date and compliant with all relevant legislation, Trust procedures, policies and professional codes of conduct in order to uphold standards of best practice.
12	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
13	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential/Desirable</b>
	NVQ Level 3 in working with children/ young people or equivalent is held by the applicant.	Essential

Minimum levels of knowledge, skills and experience required for this post

<b>Identify</b>	<b>Details</b>	<b>Essential/Desirable</b>
<b>Knowledge:</b>		
	Knowledge of Children Act 1989 and of current social care practice and child protection procedures	Essential Application assessed
<b>Skills:</b>		
	Ability to effectively engage with families, building relationships which will enable them to improve outcomes for children and their families. To develop creative responses on a daily basis with parents and carers through negotiation.	Essential Interview assessed
	A broad understanding of a range of legislation which impacts children and families.	Desirable Interview assessed
	IT skills and ability to produce and maintain accurate records and reports within allocated timescale.	Essential Application assessed
	Excellent written and oral communication skills to enable you to support and challenge both families and professionals appropriately in order to achieve sustainable change.	Essential Application & Interview assessed
	Positive attitude and understanding and ability to promote diversity and equality within current legislation.	Essential Application & Interview assessed
	Ability to confront and challenge in a non-oppressive/ judgmental manner.	Essential Interview assessed
	Ability to be 'reflective' and creative when working with vulnerable children and families.	Essential Interview assessed
	Able to function effectively in a team and demonstrate good interpersonal skills. Ability to work alone and as part of a team.	Essential Interview assessed
	Holds a current clean driving license and has use of a vehicle for work purposes.	Desirable Application assessed

	Ability to work effectively and professionally whilst under pressure.	Essential Interview assessed
	To be a key team player and work closely with staff members and other professionals both internal and externally.	Essential Application assessed
	A commitment to the welfare of the child as a priority in the work and decision making.	Essential Application assessed
<b>Experience:</b>		
	Experience of working with children or caring for children within a statutory setting.	Essential Application assessed
	Experience in child-centred work with specific knowledge/and or experience in working directly with children and families to deliver a range of parenting interventions.	Desirable Application assessed
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

**What DBS Level is required for this post?**

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

### Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home