



Post Title: Team Around the Family (TAF) worker
Grade: G

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To provide leadership, support and challenge to agencies and Lead Professionals in order to ensure excellent, multi-agency Early Help is provided for children, young people and their families.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. To ensure the implementation of Nottingham's Family Help Strategy through effective use of the Team Around the Family process.
2. To raise awareness and knowledge across agencies, managers, professionals, communities, families and children/young people regarding Team Around the Family and Family Help.
3. To support the embedding of holistic whole family working across the Early Help Partnership.
4. To quality assure multi-agency Family Help activity, and hold professionals and agencies to account



5. To provide case supervision and reflective practice opportunities to Lead Professionals to all external Lead Professional settings in group and individual format.
6. To provide professional support and challenge regarding the TAF Process to all services within Nottingham's Family Help Offer, in group and individual formats.
7. To use analytical skills to prepare to review, plans and support packages against measurable outcomes within the framework of policies and procedures and produce reports as directed.
8. To design and deliver workshops for internal and external colleagues to promote Team around the Family and Family Help awareness and knowledge.
9. To contribute to the development of guidance, policies and procedures for Family Help and Team around the Family processes and strategies.
10. To drive continuous improvement across all agencies, particularly with regard to coordination and effectiveness of multi-agency safeguarding.
11. To contribute to the creation and maintenance of good working relationships, at all levels, with colleagues in partner agencies, other City Council Departments, and with the local community.
12. To take reasonable care for own health and safety and that of other people, ensuring the implementation of appropriate procedures and practice in line with current Health & Safety legislation.
13. To participate, co-ordinate or chair as required, multi-agency meetings as necessary.
14. To identify risk/s and seek advice and guidance from the relevant supervisor / manager in a timely manner.
15. To make effective use of the electronic case management system and maintain confidentiality in accordance with the Data Protection Act and data sharing protocols. Ensure information is maintained accurately and up to date in line with NCC standards and procedures. And understand the use of performance data and the requirement for work to be completed timely and accurately to capture the relevant information
16. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives. Work in partnership to promote and improve services that are fully inclusive and accessible to all.
17. To attend team meetings, departmental and multi-agency forums as appropriate. To participate in the development, planning, review and evaluation of service delivery



18. To actively participate in individual supervision with Line Manager and any case over-sight supervision required by the relevant Specialist, incorporating a reflective practice model.
19. To undertake training, professional learning and developmental opportunities as required. To participate and comply with Nottingham City Councils performance management procedures
20. Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice
21. Demonstrate good time management and a requirement to working evenings and weekends and some public holidays as per a rota to provide a flexible and responsive service, including on-call arrangements.

REMOVED



Numbers and grades of any staff supervised by the post holder: N/A

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by - Wilf Fearon - Head of Early help services

Date – December 2024



Job title: Early Help Worker

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Qualification requirement	Dip SW/CQSW or equivalent level degree in a relevant children service (e.g., education, health, youth work, youth justice),	✓	✓	✓
	Minimum 5 years post qualifying experience within children's services or a related field	✓		
Knowledge	A good knowledge of the risks and vulnerabilities applicable to children and those that work with children			
	Sound knowledge and experience of safeguarding issues and experience of applying legislation, policy and procedure to practice, including the relevant assessment framework and integrated working.	✓	✓	
	Knowledge and understanding of multi-agency & partnership working and the variety of services available to families.		✓	
	A good knowledge of current legislation and Government guidance, particularly with regard to multi-agency duties in safeguarding, and Family Help			
	Knowledge of different theories, models and approaches to working with children and families and experience of applying these to practice.		✓	
Skills / Abilities	Ability to influence and develop strategy and practice across a range of disciplines			
	Ability to communicate sensitively, effectively and to build good working relationships with children, young people and families and over-come barriers to them engaging.	✓	✓	
	Ability to conduct assessments and analyse findings to formulate action plans, and the ability to produce high quality written records and reports.	✓	✓	
	The ability to effectively chair multi-agency meeting and to represent Family Help Team in a variety of forums.		✓	
	Excellent interpersonal, communication and presentation skills			



	An analytical mind, to be inquisitive and creative and the ability to think clearly under pressure and manage crisis situations.	✓	✓	
	Ability to work both independently and as part of a team. And plan and manage own time whilst ensuring deadlines are met.	✓	✓	
	Commitment to improving outcomes for children, young people and families.		✓	
	A commitment to high quality early help services.		✓	
	Ability to demonstrate a solution-focused approach that will give confidence to children, young people and their families.		✓	
Experience	Experience of working with vulnerable children, young people and families, from a variety of backgrounds, in an outcome focused way.	✓	✓	
	Experience of supporting children, young people and families to manage change.	✓	✓	
	Experience of working with children and young people across a range of disciplines or agencies			
	Experience of effectively using a range of preventative and early intervention theories and models when working with children, young people & families to prevent the need for escalation to specialist services.	✓	✓	
Information Technology	Ability to use IT systems effectively, including departmental recording systems and Windows based information technology.	✓	✓	
	Ability to input and maintain case records, reports and correspondence.	✓	✓	
Work to promote mutual respect and good relations	Sophisticated understanding of diversity issues and how they impact on delivery of effective services affect a diverse range of service users, partners, stakeholders and colleagues	✓	✓	
	Significant experience of handling conflict and managing sensitive issues to achieve positive outcomes	✓	✓	
	Ability to develop positive relationships and build confidence and understanding with colleagues, partners and citizens	✓	✓	
Work Related Circumstances	Willingness to comply with the City Council's nonsmoking policy.	✓		
	Willingness to work outside normal office hours as required by the needs of the service	✓		



	Ability and willingness to travel both inside and outside the council area as required	✓		
A - Application	AC – Assessment Centre	D – Documentary		

FINAL