



## **Early Help Officer**

Up to 37 hours per week

Scale point 24 (£18,454.00 pa)

39 weeks per year (38 school weeks plus 5 days training)

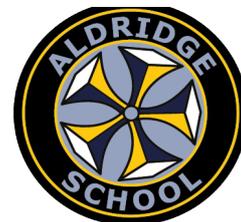
Closing date: 25 August 2017

Interviews: Wednesday 30 August 2017

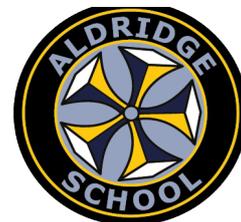
Aldridge School - An Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The post is subject to enhanced DBS and safeguarding checks.

For further information please go to our web site [www.aldrigehschool.org/jobs](http://www.aldrigehschool.org/jobs) or contact Mrs C Welch 01922 743988 ex 224.

- 1) To carry out Early Help Assessments as directed by the School's Designated Safeguarding Lead.
- 2) To offer practical advice and support and direct casework to prevent issues escalating and requiring statutory intervention.
- 3) To understand thresholds for support from Early Help and Walsall's Safeguarding Children's Board threshold protocols.
- 4) To chair initial and review meetings with families
- 5) To work closely with a range of external agencies.
- 6) To work with young people and families who are experiencing difficulties.
- 7) To work with other Safeguarding and pastoral staff to provide a service for young people who need extra help with their learning, social, emotional, behavioural or attendance needs.
- 8) To be responsible for keeping up to date records and completing all relevant paperwork to the required level.
- 9) To ensure compliance with statutory duties for schools regarding Early Help.
- 10) To monitor vulnerable pupils and act on any concerns.
- 11) To have the experience and ability to deal with potentially challenging individuals in an effective manner.
- 12) To liaise with other schools and professionals in a Locality Working Cluster.
- 13) To contribute to the Child Protection team where appropriate.



<b>Job Requirements</b>	
Qualifications and Training	<ul style="list-style-type: none"> <li>• A Level 4 or equivalent</li> </ul>
	<ul style="list-style-type: none"> <li>• Training in Child Protection</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people 11-18 is essential</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working effectively with children's families who have complex needs</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working in a multi disciplinary setting is desirable</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of safeguarding and vulnerability.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of risk management.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of Early help</li> </ul>
	<ul style="list-style-type: none"> <li>• Understanding of promoting culturally sensitive services to diverse communities</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of child and adolescent development</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Ability to demonstrate effective organisational skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to prioritise own work and meet deadlines, demonstrating effective time management skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work as part of the team</li> </ul>
	<ul style="list-style-type: none"> <li>• Proven ability to demonstrate the skills and strategies required to assess and intervene with young people and their families.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to write comprehensive, succinct and analytical reports for panels and meetings</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of people in a range of forums, face to face, over the phone and in writing</li> </ul>



	<ul style="list-style-type: none"><li>• Demonstrate the ability to chair meetings and follow up agreed actions.</li></ul>
	<ul style="list-style-type: none"><li>• Demonstrate a willingness to undertake appropriate training and development</li></ul>
Technical Skills	<ul style="list-style-type: none"><li>• IT skills sufficient to use word processing, and email.</li></ul>