WOKINGHAM BOROUGH COUNCIL	**Job Description**			Job Reference
				712974
Job Title	Head of Service: Helping Early, Community and Prevention			
Service	Children's Services	Team	Childrens Social Care and Early Help	
Location	Various			
Reports to	Assistant Director: Assistant Director of Social Care and Early Help			
Responsible for	See structure chart below			
Grade:	Type of position:			Date:
SM2	Permanent - Full Time, 37 hours per week			April 24

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Service Purpose

The Children's Social Care and Early Help Services provide high quality and effective support to children and young people at risk of harm and/or looked after (and care leavers) by the local authority and their families.

This includes the provision of the following services, which will be led by Head of Service for Helping Early, Community and Prevention: Multi Agency Safeguarding Hub (MASH), the Integrated Early Hep Service, which includes the Children's Centre's, Duke of Edinburgh, Supporting Families and the Contact Centre and the Prevention and Youth Justice Service (PYJS), which includes the role of co-chairing EMRAC (Exploited and Missing Risk Assessment Conference) with Police colleagues.

Purpose of the role

To lead on strategy and activity within the Council and across Wokingham's partners to ensure there is a robust and evidence-based approach to delivering Prevention and Early Help services which support families, children and young people who have additional needs but do not require a statutory intervention. To offer creative, skilled, and professionally competent leadership across all aspects of **Helping Early, Community and Prevention**. To undertake all duties required by legislation, guidance, and regulation to oversee sign posting, early intervention, prevention, and the development of both universal and targeted community-

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based services. To develop relationships with both statutory and voluntary partners to enhance the services and offer to Wokingham children and their families, meeting need and offering support in the right place, at the right time.	
Main Accountabilities	
1.	Accountable for the delivery of high quality and effective early intervention, prevention services in respect of children and their families.
2.	Lead teams that respond promptly to concerns raised by internal and external stakeholders about individual children and collaborate to create the most effective service provision for children and their families.
3.	Work with partners, in particular statutory partners such a health providers, Police and schools, to ensure there is a joined-up approach across the borough to working with families, children and young people, including those with additional needs.
4.	Ensure that child participation and engagement along with family feedback informs all decision making and the shaping of services for children, young people and their families.
5.	Work closely with Children's Social Care to ensure there are joined up arrangements to support families including both step up to social care and step down to Early Help services.
6.	Demonstrate leadership though embedding the Quality Assurance framework and its connectedness to supporting the delivery of high-quality services. Champion the learning culture, observe and audit practice and facilitate practitioner and system wide reflection throughout the year.
7.	Lead the service though inspection and review from OFSTED, HMIP and Supporting Families. To draft and present quarterly and annual reports for each of the service areas, ensuring key themes are identified and actions taken forward, including the Youth Offending Annual Report. Attend council meeting as and when required.
8.	Ensure that prevention targets and performance measures are achieved, as agreed by the Council.
9.	Encourage a culture of creativity and innovation to lead and drive high performance and effective solutions and interventions. Promote a culture of co-operation and joint working across the directorate with positive leadership, a clear and strong sense of direction and purpose and effective selection and deployment of employees across the department.
10	To manage all resources within the area in an efficient, effective, and economic manner within a framework of corporate and departmental policies and priorities.
11	To work within a team of peers to contribute to setting objectives for services. This will include planning, target setting and establishing standards which reflect agreed good practice, learning, Council equal opportunities policy and legislative requirements and include user-involvement at all stages.

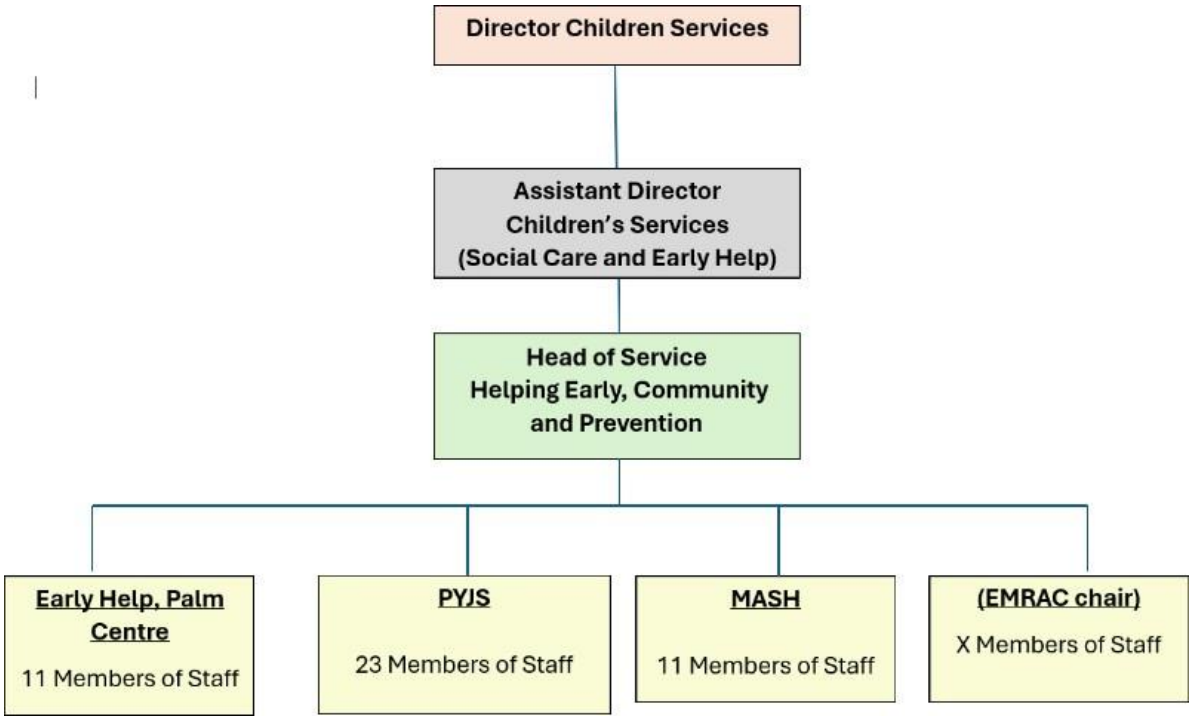
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12	Embed approaches to gaining user feedback across the service utilising different models as appropriate for the settings to underpin our accountability to children, young people and families and our commitment to improve the service.
13	To horizon scan and brief the senior leadership team on policy and regulatory changes; identify resultant gaps and address them, ensuring all staff are briefed on change.
14	Represent the service, department, or the council positively to other agencies, departments and services as required and comply with Council policies.
15	To be part of the out of hours on call rota, currently a minimum of one week in six.
16	To be a full and active member of the Extended Children's Services Leadership Team, to work cooperatively to improve outcomes for Wokingham's young people and take on specific programs as required.
17	To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

Supervision Received	Monthly supervision from the Assistant Director.
Supervision Given	• The Head of Service for Support, Community and Prevention is responsible for the supervision of three Team Managers. They will receive monthly supervision. • There are circa 60 staff members within the Head of Service overall span of control.
Contacts & Working Relationships	• Heads of Service, Assistant Directors, staff across Children's Services and the wider organisation. • Berkshire West Safeguarding Childrens' Partnership, including Health and Police. • Southeast Sector led improvement group. • Peers across the Country for best Practice and Benchmarking.
Management of resources or budget	• Budget: Approximately £2.5 million • Buildings: Responsible for nine satellite buildings, including managing the budgets, running costs, utilities, cleaning, Health and Safety processes and maintenance.
Special Factors	• Ability to travel to a variety of locations as necessary. • Full Driving licence is required. • Availability to attend evening meetings and weekend events. • DBS – enhanced check.

Organisation Chart

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Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	**Essential**	**Desirable**
Registered with Social Work England	✓	
Degree level qualification		✓
Management qualification		✓
Technical Skills.	**Essential**	**Desirable**
IT literate	✓	
Negotiating skills	✓	
Financial management	✓	

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People, Performance and Change Management and Coaching Skill	✓	
Knowledge	**Essential**	**Desirable**
Comprehensive understand of Children Act 1989 and other relevant regulations and guidance.	✓	
Comprehensive knowledge of best practice and research evidence	✓	
Experience	**Essential**	**Desirable**
Experience of working within a statutory setting as a social work manager/leader	✓	
Working knowledge of public law and care proceedings	✓	
Working knowledge of the application of thresholds	✓	
Evidence of child centered decision making; balancing proportionality, legislation, legal remit and duties	✓	
Experience of chairing complex meetings	✓	
Experience of management and leadership across a range of service areas	✓	
Experience of quality assurance activities and auditing.	✓	
Development of staff to support career progression, professional	✓	

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development and staff engagement		
Partnership working, stakeholder management, internal and external	✓	
Working in a political environment	✓	
Completed by:	Adam Davis /Kelli Scott	**Date: April 24**

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