



# HILLINGDON

LONDON

## Job Description & Person Specification

### Date Evaluated:

1. **JOB TITLE :** Family Time Supervisor
2. **POST NUMBER :** 23688
3. **GRADE :** Scale 5
4. **JOB FAMILY :** Children and Young People
5. **DBS/ISA REQUIREMENTS :** Enhanced
6. **GROUP :** Children's Services
7. **SERVICE :** Family Time Service
8. **SUPERVISED BY :** Family Time Manager
  
9. **SUPERVISION EXERCISED :** **Directly:** None  
**Indirectly:** None
  
10. **CONTACTS :** **Internal:** Professional and administration staff up to level of Director  
**External:** All relevant statutory and Voluntary agencies

### 11. JOB PURPOSE

11.1 To contribute to the effectiveness of the Family Time Service, supporting the role of the co-ordinator, particularly in relation to more complex contact arrangements.



11.2 To supervise and observe sessions between children / young people and their parents/family members

11.3 To transport /escort children or young people to and from sessions

11.4 To observe, record and report sessions

11.5 To produce good quality and comprehensive reports for court when required.

## **12. MAIN DUTIES AND RESPONSIBILITIES**

12.1 To work in partnership with the child's social worker within a multi-agency setting to produce, implement and review visitation plans for children.

12.2 To take direction from Line Manager and Social Workers and report back issues of concern, risk, health and safety, child protection and child/parent/guardian conduct during contact sessions.

12.3 To work in conjunction with staff from external agencies where appropriate.

12.4 To implement sessions in accordance with the family's needs and identified aims as set out by the social worker to meet the child's needs within the session. Encouraging families to engage and interact to meet the child's needs.

12.5 To communicate effectively with children and parents /guardians and to advise them of the parameters of the visitation arrangements.

12.6 To be able to assess, manage and deal with challenging situations. This may involve high risk service users (for example, schedule one offenders, people with drugs and alcohol issues and mental health issues).

12.7 To promote and monitor the appropriate care of children which encourages families to engage and interact according to the child's needs.

12.8 To use information technology systems to record accurate observations and complete comprehensive reports on work undertaken.

12.9 To work within the legislative framework as required by the Local Authority and to ensure the delivery of service to vulnerable children and young people observing Council and departmental policies including Equal Opportunities policy.

12.10 To actively participate in supervision with Line Manager and attend relevant training and development opportunities.

12.11 To travel within the Borough and outside when required. To provide transportation or escort children to and from school or placement as required.

12.13 To attend pre-contact planning meetings, statutory review, child protection case conferences as well as court where you may be required to give evidence in court proceedings.

12.14 To carry out any other duties that falls within the scope of the job as assigned by your line manager.

### **13. Service Delivery**

13.1 Incorporate equal opportunities policy; anti-discriminatory practice and user involvement policies in all areas of work.

13.2 Ensure observance of and adherence to the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999

### **14. Budget management**

14.1 Support the Family Time Manaegr by ensuring the service is working as effectively as possible and by ensuring any spend can demonstrate value for money.

## Person Specification

### Family Time Supervisor

This person specification will be used for recruitment to Family Time Supervisor vacancies in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Able to demonstrate the ability to write coherently and communicate verbally when reporting observations from the session	✓		Pre application question
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Driving licence and access to a vehicle which is covered by suitable insurance including business use cover.	✓		Pre application question
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Statutory or voluntary experience of working with children and families.	✓		Scored application question
Understanding of and commitment to the needs of the children and their parents/guardians.	✓		Scored application question
Experience of residential and foster placements of children.	✓		Scored application question
Experience of evaluation and monitoring of provider services.	✓		Scored application question
Experience of direct work with providers for children and young people	✓		Scored application question
Experience of supervising staff		✓	Scored application question



Experience of providing training for staff		✓	Scored application question
<b>4. KNOWLEDGE &amp; SKILLS</b> (list)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Working knowledge of the Children Act, Care standard Act 2000, Standards and Regulations for Fostering and Residential Services, and other relevant legislation.	✓		Scored application question
Knowledge of Child development and child protection issues.	✓		Scored application question
Understanding of and commitment to the needs of the children and their parents/guardians	✓		Scored application question
Ability to gate-keep / accept appropriate referral and make clear recommendations as to suitable resources.	✓		Scored application question
Knowledge of equal opportunities and equalities issues and the ability to adhere to and promote the council's Equal Opportunity	✓		Scored application question
Ability to communicate effectively with children and parents /guardians in order to build meaningful and supportive relationships.	✓		Scored application question
Ability to build and maintain effective working relationships with colleagues and external service providers.	✓		Scored application question
Ability to communicate clearly both verbally and in written form.	✓		Scored application question
Ability to use IT systems to maintain accurate and timely records.	✓		Scored application question
Ability to use supervision and training to enhance working skills and abilities.	✓		Scored application question

Ability to respond to families needs whilst retaining objectivity.	✓		Scored application question
Ability to supervise staff			Scored application question
<b>5. COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓		Scored application question
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓		Scored application question
<b>Team working</b> Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓		Scored application question
<b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓		Scored application question
<b>Customer Care</b> Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓		Scored application question
<b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓		Scored application question