

Job profile

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| JOB TITLE | Adolescent Exploitation and Missing Manager |
| GRADE | AfC Scale Point 42 to 45 |
| DIRECTORATE | Children's Social Care |
| REPORTS TO | Head of Single Point of Access |
| RESPONSIBLE FOR | Return Interview Service |

1. ABOUT ACHIEVING FOR CHILDREN

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into five key business areas: Education, Early Help Children's Social Care; Special Educational Needs and Disabilities; and the Company (Standards and Improvement and Finance and Resources). Each business area is led by a Director or Associate Director.

2. ABOUT THE SERVICE

The Return Interview Service is small team that sits within the Single Point of Access, the team is responsible for completing return interviews for missing children. The team works closely with the MARVE and MISPER panels and contributes to mapping and strategy meetings concerning children that are at risk of exploitation.

The SPA is a multi-agency service that acts as the front door for AFC services across Kingston and Richmond. The SPA manages all referrals for Safeguarding, Early Help, Education Welfare and Child & Adolescent Mental Health Services. The MASH and Return Interview Service is based with the SPA.

3. MAIN PURPOSE OF THE JOB

To work towards the achievement of better outcomes for children, young people and families across Achieving for Children's operational Area 1 (the Royal Borough of Kingston and the London Borough of Richmond upon Thames).

- A. Take the lead in providing advice, guidance and support to senior officers, frontline practitioners and multi-agency partners in ensuring that robust systems are in place to respond to the issue of risk faced by young people within their networks and community.
- B. Develop and deliver a contextual safeguarding framework at operational level to be used at MARVE strategy meetings.
- C. Develop trusted professional relationships with Achieving for Children operational managers and Social Workers that will enable them to support practitioners in managing extra familial risk.

- D. Work with external agencies and MASH partners to develop holistic neighbourhood profiles, identifying key locations where children are at risk of CSE and CE. Develop peer group mapping practices using principles of contextual safeguarding.
- E. Coordinate work with identified peer groups using pre-existing resources within Achieving for Children and safeguarding partners.
- F. Contribute to the development of contextual safeguarding practice and policy across Achieving for Children.

4. RESPONSIBILITIES

RESPONSIBLE FOR:

- Manage a small team of return interview workers, within the Single Point of Access service, ensure that service meets key performance indicators.
- Provide professional supervision to Return Interview Team Leader, in line with Achieving for Children's supervision policy.
- Chair meetings in the specialist area of contextualised safeguarding, including MARVE strategy meetings.
- Represent Achieving for Children at external and internal multi-agency meetings, including the Multi Agency Risk, Vulnerability and Exploitation (MARVE) Panel and contribute to these meetings in an operational and strategic capacity.
- Promote and safeguard the welfare of young people in all contexts, with awareness of the risks that may be faced in respect of physical health and emotional well-being, educational attainment, sexual development, child sexual exploitation, crime and gang activity and personal finance.
- Acquire local knowledge and develop a meaningful understanding of the extra familial risks that children, young people and families are vulnerable to with the purpose of understanding their individual or collective developmental needs in order to provide early help interventions to meet them.
- Keep up to date with emerging research and evidence-based interventions relevant to child and adolescent development and ensure targeted group work delivery effectively contributes to the provision of universal and early help services for children and families.
- Understand and respect the rights of young people and ensure their meaningful participation in their own plans and within the wider community; including the design, delivery and evaluation of youth work programmes, exit strategies and services.
- Support the implementation of contextual safeguarding across the Achieving for Children (Kingston and Richmond) Local Safeguarding Children Board (LSCB) by supporting partners with contextual safeguarding work.
- Support the implementation of a contextual safeguarding framework in Achieving for Children Specialist Children's Services, including piloting and embedding contextual assessments and other tools. Provide support to staff with complex, high risk adolescent cases as appropriate.
- Deliver group supervision, training and workshops in partnership with others.
- Contribute to the development/review of local policies, procedures and protocols so these incorporate contextual safeguarding.
- Prepare performance reports for Achieving for Children and the LSCB on contextual safeguarding issues. That provides evidence in accordance with observable or measurable agreed indicators of success and impact; where possible monitoring and evidencing progress. Working with partner agencies in the triangulation of information to inform the Child & Adolescent Risk Report.
- Provide monthly briefing for the senior leadership Team on top 10 high risk cases.

- Other activities as deemed appropriate by Single Point of Access Head of Service and/or Associate Director for Identification and Assessment

ACHIEVING FOR CHILDREN'S PROMISES

| | Requirement | Assessed by: |
|---|-------------|---------------------------|
| We will put children and young people first | Essential | Interview and application |
| We will embrace diversity and champion inclusion | Essential | Interview and application |
| We will be resourceful, adaptable and dependable | Essential | Interview and application |
| We will nurture strong, responsive and caring relationships. | Essential | Interview and application |
| We will value and invest in our staff to deliver innovative and quality services | Essential | Interview and application |
| We will work with our customers to deliver the most effective solutions for them. | Essential | Interview and application |

5. PERSON SPECIFICATION

Job title: Contextual Safeguarding Lead

Grade: 42 -45

| Achieving for Children Promises | | |
|---|----------------------------|--------------|
| Evidence | Essential/Desirable | A/I/T |
| We will put children and young people first | Essential | Interview |
| We will embrace diversity and champion inclusion | Essential | Interview |
| We will be resourceful, adaptable and dependable | Essential | Interview |
| We will nurture strong, responsive and caring relationships. | Essential | Interview |
| We will value and invest in our staff to deliver innovative and quality services | Essential | Interview |
| We will work with our customers to deliver the most effective solutions for them. | Essential | Interview |

| Qualifications | | |
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| Evidence | Essential/ Desirable | A/I/T |
| Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW) | Essential | Application |
| Current HCPC Registration | Essential | Application |
| Successful completion of an ASYE programme (If qualified since September 2012) | Essential if applicable | Application |
| Practice Teaching Award, Enabling others award or equivalent (Stage 1 or 2 award) | Desirable | Application |
| Working towards accreditation against the Knowledge and skills statement at practice supervisor level | Desirable | Application |

| Experience | | |
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| Evidence | Essential/ Desirable | A/I/ T |
| Significant post qualification experience, with supervisory experience | Essential | Application |
| Experience of managing service delivery for vulnerable children and young people within statutory framework. | Desirable | Application/ Interview |
| Experience of effective risk management within delivery of statutory services to vulnerable children, young people. | Essential | Application/ Interview |
| Experience of implementing change at operational level such as a new practice model or method. | Desirable | Application/ Interview |
| Experience of effective partnership working, chairing complex multi-agency safeguarding meeting. (strategy meetings, Core Group Meetings, CIN Reviews) | Essential | Application/ Interview |
| Experience of using quality assurance processes and performance management mechanisms within service delivery | Essential | Application/ Interview |

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| Experience of working effectively with children, young people and families. | Essential | Application interview |
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| Skills, abilities and knowledge | | |
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| Evidence | Essential/ Desirable | A/I/T |
| Knowledge of Contextual Safeguarding and Signs Of Safety | Essential | Application / Interview |
| Ability to effectively lead and motivate a small team to deliver high quality service | Essential | Application/ Interview |
| Excellent interpersonal communication skills, including verbal and written communication, conflict resolution and negotiation | Essential | Application Interview |
| Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes. | Essential | Application/ Interview |
| Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines. | Essential | Application/ Interview |
| Knowledge and understanding of data quality, information security and sharing requirements. | Essential | Application/ Interview |
| Experienced in the use of ICT, including MS Word, Outlook and case record management systems | Essential | Application/ Interview |
| High level reasoning, assessment and analytical skills | Essential | Application / interview |

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

Agreed: August 2019