



DEPARTMENT: Children's Services	SERVICE GROUP: Early Help and Prevention
POST TITLE: Family Time Supervisor	REPORTS TO: Family Time Co-ordinator / Team Manager
GRADE: Band 6	SAP POSITION NUMBER :

The following information is furnished to help Bradford Children's and Families Trust staff and those people considering joining the Trust to understand and appreciate the general work content of their post and the role they are to play in the organization. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
1. To supervise family time between Children in Care and their families where this is ordered by the court or agreed to be in the child's best interests. This could be either in a community setting, family home or a suitable setting as agreed by the Team Manager or Senior
2. To contribute to services for Children in Care and their families by providing a consistent, child focused service that is in the child's best interests.
3. To feedback to the Team Manager/Social Worker or Senior any issues in respect of safeguarding or welfare of the child as stated within performance indicators.

Main Responsibilities of Post:

The Family Time Supervisor will have responsibility for the following tasks:

- To supervise direct family time with Children in Care and their families within the child's home, placement or at designated Trust building or community setting as directed by the Family Time Co-Ordinator or Team Manager.
- To support and advocate for a diverse range of Children in Care and their families in contentious situations.
- To assess risk to child and self and make appropriate safeguarding decision to ensure parents and family are able to safely engage with the child for the full duration of the family time. Assess risk when family time is conducted in the community setting and liaise with the Family Time Coordinator/Team Manager about that risk
- To assist in implementing family time agreement between the Local Authority and parents and advise on necessary changes to family time agreement.
- Where necessary to transport the child to and from the place of family time, using own means of transport.
- Before family time begins, to make sure the parents and family are able to safely engage with the child for the full duration of the family time.
- To observe play and interaction (verbal and non-verbal) between child and family. To provide guidance, coaching and support to improve the quality of family time.
- To assess parenting capacity and provide guidance on parenting, play and interaction between the child and family. To make sure toys, activities, play and interaction with family are safe and appropriate for the child and make child friendly records about these sessions
- To record observations of family time sessions in accordance with Local Authority recording procedures and provide summary and analysis when requested by the child's social worker.
- To review and feedback to parents, family and children on the quality of family time and ways to improve. Liaise with foster carer and gives brief feedback to the foster carer after family time. To advise families on the appropriate use of the family time facility.
- To keep the child's social worker informed about how meaningful the family time is for the child and any observations, which can be used to inform future arrangements for family time. Conduct family time in keeping with the child's care plan. Support and contribute to the child's social worker's reports, assessments and in developing life story work for children.
- To attend court as required representing the department.
- To engage with professional supervision, appraisal, team and practice development in line with Bradford Behaviours. Participate in training, study and research projects aimed at professional and service development.
- To comply with all policies and procedures, guidelines & codes of practice as laid down by the Council, Children's Services and contribute to review as required.
- To undertake such other duties as may be required, provided they fall within the range and scope of the duties of the post as set out in the preceding paragraphs and are commensurate with the grade of the post.

Structure:	
<pre> graph TD A[Family Time Manager] --- B[Family Time Co-ordinator] B --- C[Family Time Supervisors] </pre>	
Special Knowledge Requirement: Will be used for shortlisting. Max 10	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to the Advanced threshold level where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages relating to area of work	X
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	X
Knows and understands how to use, interpret, handle and communicate information	X
Able to use knowledge of the physical, intellectual, linguistic, social and emotional development of babies, children and young people to plan, deliver and review plans with children and families	X
Able to work with others in the children and young people's workforce to put the child at the heart of decision making.	X

Able to apply anti discriminatory practice and approaches in their day to day interaction with colleagues, children and their families in order to challenge bias, prejudice and intolerance.	X
Monitor and evaluate own work so that appropriate standards are maintained	X
Able to work with and share detailed information in writing, face to face and over the telephone	X

Relevant experience requirement: Will be used for shortlisting
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.
Minimum of 2 years recent experience of working directly with children, young people and parents.
Relevant professional qualifications requirement: Will be used for shortlisting
A relevant Level 3 professional qualification related to working with children, young people and families, and evidence of on-going CPD.
Core Employee competencies at manager level to be used at the interview stage.
Carries out performance management
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates effectively
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries out effective decision making
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes structured problem solving activity
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
Operates with dignity and respect
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. This service mainly operates after school so must be able to work most early evenings. Must be able to work in family homes and in the community, with a degree of autonomy. Must be able to work evenings, weekends and bank holidays as required by the needs of the service.

Special Conditions:

No contra-indications of personal background or criminal record indicating unsuitability to work with children, young people and vulnerable adults.

Enhanced DBS check required.

The post-holder is required to have a useable car available at all times of as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which HMRC mileage rate is payable.

Disbursement of cash on occasions, access to confidential information, case records and files. Responsible for resources and equipment used keys to buildings, computer and mobile phone.

Compiled by:
AS Date: 22.01.2018
reviewed 15/9/21

Grade Assessment
Date:

Post Grade:

