

Role Title: Early Help

Salary: SO1

Location: Sir Henry Mitchell House, Bradford

Report to: Prevention and Early Help Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

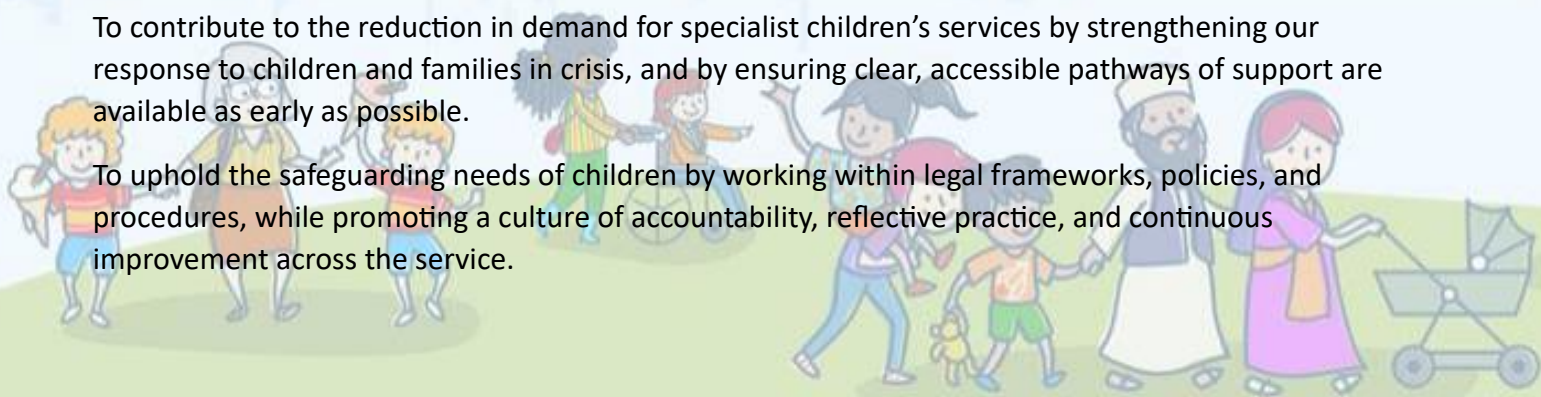
Job Overview

To work within the Children's Integrated Front Door (IFD), working in a timely and effective manner, risk assessing, and triaging of contacts and enquiries to Children's Services—prioritising the safeguarding of children at every stage.

To actively support the implementation and embedding of Bradford's Early Help and Prevention Strategy by enhancing partners' understanding of, and confidence in, 'Working Together 2026' and Bradford's Continuum of Need and Risk Identification Tool.

To contribute to the reduction in demand for specialist children's services by strengthening our response to children and families in crisis, and by ensuring clear, accessible pathways of support are available as early as possible.

To uphold the safeguarding needs of children by working within legal frameworks, policies, and procedures, while promoting a culture of accountability, reflective practice, and continuous improvement across the service.



Main Duties and Responsibilities

- To assess need, risk and vulnerabilities, by working in close partnerships with education setting and multi-agency partners - including health services, police, CSE hub and voluntary/community sector (VCS) organisations to agree a coordinated package of support for children and families.
- To work as part of a multi-disciplinary team to develop and deliver an effective Early Help offer guided by the continuum of need, by modelling exemplary partnership working across agencies and services.
- To understand and work within legal frameworks, policies and procedures appropriate to children and families.
- Ensure that safeguarding procedures are consistently followed by recognising and responding to concerns relating to the safety of children, and by taking appropriate action wherever a risk is identified, in line with statutory guidance and best practice.
- Effectively manage a high-volume of cases within a fast-paced environment, with appropriate decision making.
- Use a restorative approach of high support and high challenge/expectations when working with children, families, colleagues and multi-agency partners, particularly in situations where families are in crisis, to ensure that there is a timely, appropriate support is identified and delivered effectively.
- To understand family history and contextual information to inform appropriate evidence-based decision-making for families. This includes working collaboratively with parents and carers to build a sustainable support network, empowering families to manage their own needs and promoting better outcomes for children through early interventions.
- To provide regular information, advise and consultation to professionals such as Designated Safeguarding Leads and other staff within schools and partner agencies regarding Early Help support and to offer advice on making appropriate referrals to services to meet the needs of the children and families.
- To work autonomously, exercising professional judgment in managing referrals and calls, with appropriate support from management.
- Working closely with Duty Social Workers within the IFD and other multi-agency partners to support their understanding of the role of early help and the range of support available through Early Help.
- To demonstrate flexibility and adaptability in response to changing needs, by supporting other services and teams as required within the scope and responsibilities commensurate to grade.
- To contribute to the development of local partnerships by networking with local and district wide agencies that provide support to vulnerable families, fostering collaboration and shared learning.
- To maintain accurate up to date and appropriate records using identified electronic systems and equipment, ensuring compliance with data protection standards and supporting informed decision making across services.
- To contribute to informed decision-making and improved outcomes for children with an identified Special Educational Needs (SEN), including those undergoing the Education, Health and Care Assessment (EHCA) process, by working collaboratively with families, professionals, and partner agencies to ensure timely, coordinated support.
- To ensure the timely completion of tasks by effectively prioritising work in line with service demands and agreed deadlines, supporting efficient operations and high-quality service delivery.
- To actively participate in appraisal, training, and development as required, ensuring that knowledge, skills, and professional practice remains current.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- A relevant qualification - NVQ 3 (prior to 2011) or Diploma 3 in Health & Social Care or Children & Young People or equivalent and significant experience of paid working with children and families.

Experience

- The ability to work at pace with attention to detail and consistency ensuring quality and compliance is met in all the work you undertake.
- Able to apply anti discriminatory practice and approaches in their day-to-day interaction with colleagues, children and their families to challenge bias, prejudice and intolerance.
- Able to demonstrate resilience and professional boundaries supported through reflective supervision.
- Well-developed communication skills, written and verbal and experience of using IT systems.
- You will need to be an effective communicator with family members who are in crisis and be able to work in an open and honest manner with service users including children.
- Able to work with others in the children and young people's workforce to put the child at the heart of decision making.
- Good working knowledge in relation to thresholds for child protection/child in need.
- An engaging and flexible approach to your work.
- To be able to work as a team in a multi - agency environment.

The role within the Integrated Front Door is ever evolving and therefore an exciting time to be part of the development of the delivery of targeted early help and integrated front door.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. A DBS check will be requested.

We are an equal opportunities employer.

