

# APPENDIX 6a



## JOB DESCRIPTION

**TITLE:** Parenting Support Delivery Manager (PEIP)

**POST NO:**

**DEPARTMENT:** Children and Learning

**DIVISION:** School Improvement Services

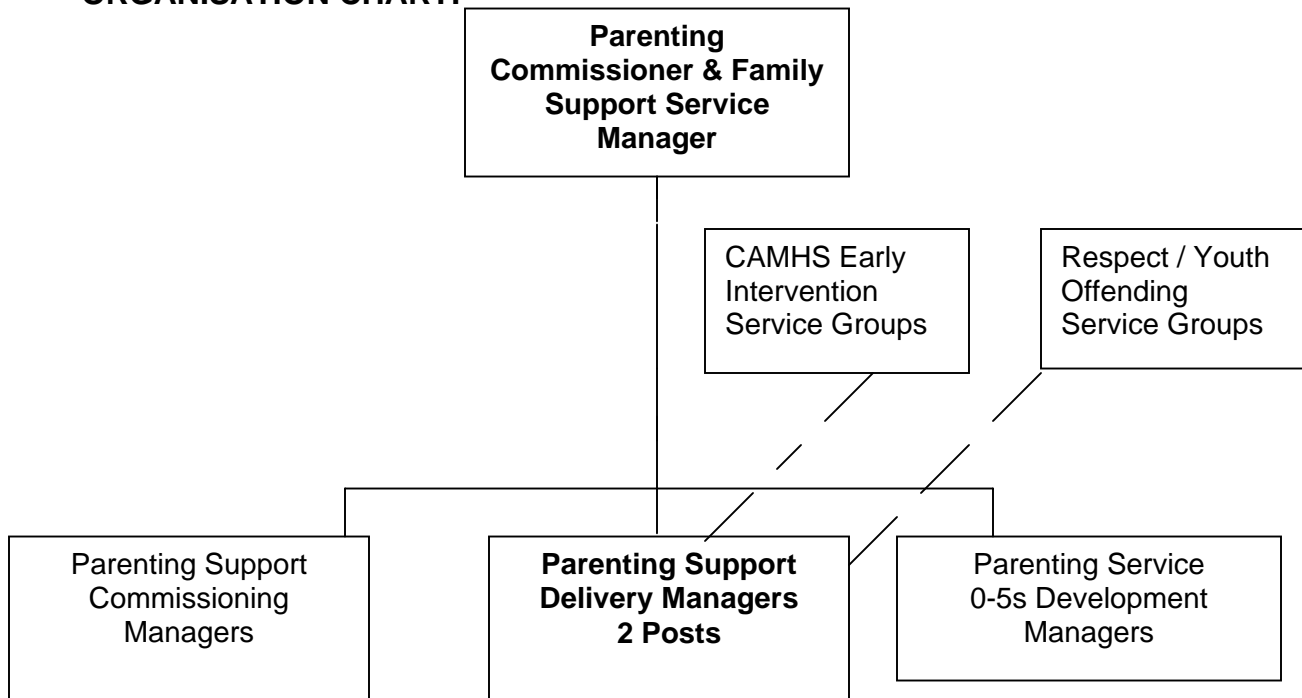
**RESPONSIBLE TO:** Parenting Commissioner & Family Support Service Manager

**GRADE:** L7

### PURPOSE OF POST:

Extend, build and co-ordinate the development of parenting group work in Luton in line with Luton's Positive Parenting Strategy and Luton's participation in the Department of Children, Schools and Families' Parenting Early Intervention Pathfinder. Support the development of intensive targeted and universal parenting group interventions across the voluntary, community and statutory sectors in Luton, ensuring these are based on evidence based parenting programmes. The particular focus will be securing the delivery of specialised parenting group services to meet national and local objectives in order to deliver improved outcomes for children and young people in Luton.

### ORGANISATION CHART:



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## PRINCIPAL RESPONSIBILITIES:

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1. Ensure the delivery of structured evidence based parenting programmes through agreed settings, such as schools, children's centres and community centres, to the parents of families with heightened risk factors, enabling access for hard to reach families. This will include facilitating the development the provision of group programmes linked to the Webster Stratton Incredible Years, Triple P, Family Group Conferencing and Marlborough Systemic Multi Family Group models and introducing and establishing the Strengthening Families Strengthening Communities model to Luton. Ensure that one-to-one interventions will also be available to those parents where appropriate. Ensure the sustainable development of integrated parenting group support across the voluntary, community and statutory sectors in line with the On Track multi modal model, ensuring that the impact of all interventions is regularly evaluated. 20%
2. Ensure provision is linked to effective needs analysis across relevant agencies including those provided through the Housing and Community Living Department and the Children and Learning Departments of Luton Borough Council, Luton's Youth Offending Service and Police Service, Luton teaching Primary Care Trust, Child and Adolescent Mental Health Services and Adult Mental Health Services and all relevant voluntary and community sector providers. Ensure that the service remains aligned with local and national service delivery priorities for parents and families. Engage with all key stakeholders to facilitate accessible parenting service provision for children in care, parents, families and communities locally considered to be "hard to reach" 20 %
3. Work with Parent Support Team colleagues and local providers to develop parental involvement in the delivery of parenting groups and parenting support in general. Act as a local voice for parents in terms of their expressed and assessed needs, advocating for the design and delivery of appropriate models of parenting group work and support to the Parenting Commissioner, the Parent Support Strategy Group and other strategic groups, where applicable. Promote good understanding amongst staff in partner agencies about the value of parenting provision in tackling early onset mental health problems, anti-social behaviour and its contribution to other social and community objectives. Undertake specific training on evidence-based parenting programmes provided by and attend any specialist consultation training days offered by trainers with expertise in validated parenting programmes. 20%
4. Contribute actively to the delivery of parent group provision in line with the Four Levels described in Luton's Parenting Strategy, taking a lead role in provision. This will include the development of literature and other information about particular groups and general group work provision. Maintain effective systems for prioritising, allocating and monitoring resulting workloads. Report progress regularly to the Parenting Commissioner and the Parenting Strategy Support Group. Monitor and evaluate the effectiveness of group work provision within the Parenting Strategy, advocating for and enabling its updating where required. 15%

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|----|---|-----|
| 5. | Undertake regular audits of need and of service provision connected to the delivery of evidence-based parenting programmes, in particular the Webster Stratton, Triple P, Strengthening Families Strengthening Communities and Marlborough Multi Family Systemic models, reporting to the Parenting Commissioner and Family Support Service Manager, Parent Support Team and Parenting Strategy Steering Group. | 10% |
| 6. | Undertake development activities for self and others, including training and professional networking. Provide training opportunities for students on relevant accredited programmes. Secure additional training opportunities by securing the commissioning of training opportunities and / or the integration of current training programmes.  | 5%  |
| 7. | Assist in the development of the Parenting Service Support Team Plans ensuring that these take account of the views of parents, carers and children in care, commissioners and provider agencies in the voluntary and statutory sectors.  | 5%  |
| 8. | The post holder has a responsibility for safeguarding and promoting the welfare of children and would be required to have a C.R.B. check before working unaccompanied with children.  | 5%  |

## DIMENSIONS:

- |                                |   |
|--------------------------------|---|
| <b>Supervisory Management:</b> | Development and support of allied staff, including Family Workers, where agreed with schools, children's centres and Family Support; of volunteers, including parent volunteers; supporting multi agency staff allocated to specific programmes through group and individual sessions |
| <b>Financial Resources:</b>    | Direct responsibility for parenting group budgets, including training, of up to £35,000 p.a. within a total Parenting and Family Support budget of approximately £4.0 million p.a.  |
| <b>Physical Resources:</b>     | Laptop, mobile phone; bases within a central office and / or within a base in an On Track centres or schools<br>Access to a car would be an essential requirement of this post  |
| <b>Working Conditions:</b>     | The post holder will be based in an office environment but will be required to travel to group sessions, meetings and events within Luton on most working days and to meetings outside Luton on at least a monthly basis  |
| <b>Other:</b>                  | A full Criminal Records Bureau check will be required.<br>Delivery and coordination of a range of Parenting Support programmes, projects and services   |

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**Key relationships:** With the Parenting Commissioner and Family Support Service Manager, CAMHS, Youth Offending Service, Respect Parenting and Project Turnaround, the Parenting Support Strategy Group, the Change for Children Commissioning Team, head teachers, schools, local voluntary and community groups, Government Office East and D.C.S.F.

## CONTEXT:

Two posts of Parenting Support Delivery Manager have been developed to extend and develop the delivery of validated Parenting Group provision in line with the Luton Positive Parenting Strategy and the DCSF Parenting Early Intervention Pathfinder. The posts will work closely with the Luton Parenting Commissioner and Parent Support Team. The post holders will work as part of this wider team, sharing many tasks and activities but taking a lead role in the development and delivery of designated group work programmes, in partnership with key local providers, in line with the Parenting Strategy and the Parenting Early Intervention Pathfinder.

These posts are linked to the delivery of three models of group work provision already being provided, monitored and evaluated in Luton – the Webster Stratton Incredible Years programme and the pilot Marlborough Method Multi Family Systemic Groups, delivered through the CAMHS Early Intervention Service; the Triple P Positive Parenting Programme, delivered by Respect Parenting based within Project Turnaround, Luton's Youth Inclusion Support Panel; Family Group Conferencing, developed by Social Care's Intensive Support Team and delivered, in partnership, through Luton Mediation (all of these group interventions are funded through Luton's Parenting Commissioner and Family Support Service Manager); and the development of an additional, highly regarded and validated group work programme – Strengthening Families Strengthening Communities.

As a Parenting Early Intervention Pathfinder, Luton will target support to parents of 8-13 year olds who face additional risk factors. This Pathfinder is associated with the delivery of validated parenting programmes and, as such, will develop links with the Respect Project Workers, who deliver the Triple P parenting programme from a base within Luton Youth Inclusion Support Panel, Project Turnaround. The Parenting Support Partnership Delivery Managers will facilitate the work of these initiatives. They will support the CAMHS led Webster Stratton Incredible Years parenting programme. These programmes, as currently developed in Luton, are particularly targeted at risk factors in relation to youth offending and child and adolescent mental health problems. "Support from the Start" (Sutton et al. 2003), a Department of Education and Skills report, suggested that the same risk and protective factors apply to youth offending and child and adolescent mental health problems. This finding has influenced the design of early intervention services in Luton and is expected to continue to be influential.

A Parenting Strategy has been developed which promotes the important role of parents in securing improved outcomes for their children. The Parenting Strategy has led to Luton's involvement in the Department for Children, Schools and Families' Parenting Implementation Project. Luton is taking a lead in two themes within the Parenting Implementation Project. The "Work with Fathers" and "Parent Involvement in Commissioning" themes are of direct relevance to the work of the Parenting Support Partnership Delivery Managers.

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Local Authorities have been required by the Department of Children, Schools and Families (DCSF) to develop a Parenting Strategy by April 2008 (as outlined in *Parenting Support: Guidance for Local Authorities in England*, October 2006 and *Every Parent Matters*, March 2007 and related briefings).

Luton's agreed Positive Parenting Strategy considers the needs of:

- All parents who want to increase their knowledge and skills
- Those who face additional challenges in their parenting role
- Those who need to increase their skills in parenting
- The Local Authority as Corporate Parent for Children in Care

The Positive Parenting Strategy is organised around four levels of work with parents:

Level 1: Information and advice

Level 2: Support and Early Intervention

Level 3: Intensive Family Interventions

Level 4: Statutory Interventions and Corporate Parenting

Our aim is to help enable parents to have a say, as much as is possible, in the ways services are delivered and developed in Luton. Much activity is underway with examples to be found across the four Levels:

- Family Workers in schools and children's centres
- Parent Partnership
- Pursuing Perfection
- The RESPECT initiative, linked in to Project Turnaround and the work of the YOS
- Family Group Conferencing
- The work of the Local Authority in giving young people in its care a voice, for example through the Children's Panel

The Strategy includes an Action Plan; this includes the formation of a Strategy Group. This is largely being drawn from those involved in the strategic development of services but it is also felt important to involve parents, where possible. Most of the linking with parents will be through going to see parents where they already meet, for example through schools or specific support groups.

Luton's aligned Family Support Strategy has seen the appointment of Family Workers to all Key Stage 1 and 2 schools and to Phase 1 and 2 Children's Centres. Family Workers play a central role to many early intervention initiatives across the town. Family Workers are involved in delivering a range of parenting programmes.

The overall aim of Luton's Positive Parenting Strategy is to enable local parents, children, young people and their families to benefit from joined up commissioning and delivery of services, for example the development of outreach CAMHS support to parents through children's centres as well as that already developed through schools.

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## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> . |  |              |  |              |
|---|--|--------------|--|--------------|
| Attributes  | Essential  | How Measured | Desirable  | How Measured |
| <b>Experience</b>   | In depth experience of working in a multi agency, multi cultural context with parents and/or families.   | 1,2          | Demonstrable experience of community based, school or children's centre based multi agency work. | 1,2          |
|   | In depth experience in the development and provision of therapeutic groups for parents and / or young people.  | 1,2          |  |              |
|   | Demonstrable experience of promoting access to services, consistent with principles of equality and social inclusion.  | 1,2          | Demonstrable experience of challenging evidence of discrimination effectively.                   | 1,2          |
| <b>Skills/Abilities</b>   | In depth ability to communicate supportively, tactfully and objectively with parents/carers & children in individual and group situations.   | 1,2          |  |              |
|   | In depth ability to evidence i) an understanding of individual and family contexts, challenges, needs and issues and ii) the ability to engage them in the development, delivery and monitoring of parenting support services. | 1,2          |  |              |
|   | Demonstrable presentation skills – including the ability to give presentations to stakeholders in the Parenting Strategy.  | 1,2, 5       |  |              |

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| <b>Equality Issues</b>        | Demonstrable knowledge and understanding of equality issues and their impact upon parents.   | 1,2    |  |  |
|                               | Demonstrable knowledge of the Every Child Matters Change for Children Agenda.  | 1,2    |  |  |
| <b>Specialist Knowledge</b>   | In depth knowledge of parenting programme delivery, including how to set up a parenting group programme, maintain and develop the group and to achieve desired project group outcomes. | 1,2, 5 |  |  |
|                               | Demonstrable knowledge of the Every Parent Matters Agenda and its significance for parents, children's centres, schools, voluntary organisations.                                      | 1,2    |  |  |
| <b>Education and Training</b> | Demonstrable evidence of capacity to study effectively to Degree or Diploma level in field related to Parent Support   | 1,2,4  |  |  |
| <b>Other Requirements</b>     | Willingness to work outside ordinary office hours on four occasions per month.   | 1,2    |  |  |
|                               | Able to travel throughout the Borough on a regular basis.  | 1,2    |  |  |

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification  
5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).