

# CROYDON COUNCIL

## ROLE PROFILE AND PERSON SPECIFICATION

**DIRECTORATE:** Children Young People and Education

**DIVISION:** Childrens Social Care

**JOB TITLE:** **Lead Guide**

## ROLE PROFILE

<b>Job Title:</b>	Lead Guide
<b>Directorate:</b>	Children Young People and Education
<b>Division:</b>	Childrens Social Care
<b>Grade:</b>	Grade 16
<b>Hours (per week):</b>	36 ( 3 Year fixed contract)
<b>Reports to:</b>	Operational Lead
<b>Responsible for:</b>	Take responsibility for achieving individual and Practice outcomes through outstanding practice consistent with the SHiFT Framework and the SHiFT ethos of high trust and high expectations. This includes a determined commitment to anti-racist and anti-oppressive practice, and highly flexible, tailored, tenacious, and intensive support for children and families, drawing on evidence-based interventions, to do whatever it takes to break cycles of crime. Use expertise and experience alongside the Breaking Cycles ingredients and the SHiFT Framework to maximise success. As Lead you manage and supervise 4 guides and 1 service Co Ordinator.
<b>Role Purpose and Role Dimensions:</b>	Lead and develop SHiFT Practice routines including individual one to ones, Child and Family Practice Discussions (group supervision), and excellence in recording and reporting across the Practice. Support quality assurance and improvement activities, including through data sharing and evaluation.
<b>Commitment to Diversity:</b>	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand,

comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

**Key External Contacts:**

Other Local Authorities (including schools), other health professionals/agencies, voluntary and independent sector providers (eg fostering agencies), foster carers/residential staff, the secure estate (ie YOI's, STC, SCH's)  
Metropolitan and Borough Police, Court, Violence reduction unit.

**Key Internal Contacts:**

People Department and Children's Services, other key council departments including Youth Justice Service and Education CSE/Missing Intelligence Team, Early Help Hub, Adults Social Care, Legal Services

**Financial Dimensions:**

Will be responsible for managing budget and meeting with finance officer regularly to manage finance.

**Key Areas for Decision Making:**

SHiFT Croydon is an 'insider-outsider' partnership: a Practice that's hosted by Croydon Council with staff employed through the Council, and supported and developed by SHiFT working to SHiFT's Breaking Cycles™ practice model. SHiFT Practices are highly skilled, multidisciplinary teams of professionals – SHiFT Guides – who get alongside the children and young people who are among the most disadvantaged and vulnerable and causing the most prolific and damaging harm to themselves and others. SHiFT Guides do not define children by their problems or behaviour, starting instead with aspiration, supporting children to change their perceptions of themselves and to challenge others' perceptions of them. SHiFT is unconstrained by artificial barriers such as age limits, service thresholds or local authority borders which means we are able to reach children and stay with them, wherever they are and wherever they go. We stay with each child for at least 18 months and SHiFT Guides work with no more than six children at any one time. We are there, to do whatever it takes, to enable children to have the safe and bright futures they deserve.

**Other Considerations:**

The successful candidate must be willing to work flexible. The role may include working weekends and evening. The successful candidate must be able to drive and willing to travel.

**Is a satisfactory disclosure and barring check required?**  
[\(click here for guidance on DBS\)](#)

Enhanced DBS and childrens and adults barred list

**What level of check is required?**

**Is the post politically restricted**  
[\(Click here for guidance on political restriction\)](#)

No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
[\(Click here for guidance on ROA \)](#)

No

#### **Key Accountabilities and Result Areas:**

#### **Key Elements:**

- To maintain electronic records on the case recording system that evidences engagement with adolescents and their families/carers and reflects their views.
- Work personally – as a practising leader - with a small number of children and families to deliver exceptional outcomes and break the destructive cycle of crime using the Breaking Cycles ingredients and SHiFT Framework.
- To work with partner professionals and agencies and reflect their views and actions in assessments, plans and the delivery of

help and services.

- Build strong relationships with fellow professionals as an advocate for the SHiFT Programme and SHiFT Participants. Influence and encourage change across agencies and organisations, modelling practice which encourages others to review their perceptions and ways of working with children and young people.
- Available to work flexibly including evenings and weekends where necessary.
- Lead on the service design and delivery of the SHiFT Practice ensuring continuous improvement and actively contributing to the development of the SHiFT practice model nationally by being flexible, sharing what works and being open to new ways of working –collaborating closely with SHiFT’s Head of Practice and Learning and Practice Development Team.
- To provide guidance and support which empowers adolescents, builds on individual strengths and assists them to develop strategies to understand, manage and respond to risk, and to ensure assessments and

plans reflect this.

## Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Contribute as an effective and collaborative team member**

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

## **Equalities and Diversity**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

## **Health and Safety**

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

# Person Specification

## Job Title:

Lead Guide

## Essential knowledge:

1. Knowledge of evidence based effective practice and interventions with adolescents.
2. Knowledge of adolescent development and the impact of trauma and ACEs.
3. Knowledge of legislation pertaining to children and families.
4. Previous experience, success in, and a passion for developing a team.
5. Experienced practitioner able to evidence experience and professional commitment to a persistent, flexible and tenacious practice model; able to identify the “hook” that motivates a young person to think, reflect and begin taking steps towards a better life.

## Essential skills and abilities:

1. Possess relevant qualification or equivalent relevant experience - DipSW, Degree in Social Work, Qualified Probation Officer, PCEP (Professional Certificate in Effective Practice), NVQ Level 4 in Community Justice
2. Strong organisational abilities including time management, creative-thinking, problem-solving and multitasking.
3. Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.
4. Awareness of own strengths and areas for development and understand the importance of being part of a team with wide a range of skills and experience;
5. Advocating for the voices of those we are working with.



### **Essential experience:**

1. Experience of leading people, projects and programmes - including the management and motivation of others, and ensuring delivery is in line with aims and objectives.
2. Significant experience of delivering successful change through evidence-based approaches with children and young people who present with a range of complex needs.
3. Experience of working with professionals from other disciplines, overcoming interprofessional inertia and working in concert for better outcomes for children.
4. Experience of building strong partnerships, maintaining relationships and co-producing solutions to challenges across a diverse set of stakeholders, including children, young people and their families.

### **Special conditions:**

SHiFT does whatever it takes to break the destructive cycle of crime and this requires high levels of flexibility and tenacity – working when and where we are needed, including evenings and weekends. We work around children and families, not the other way round.