



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: CYP IAPT PARENTING THERAPIST
(Short-term Maternity Cover)

BASED: LONDON BOROUGH OF LEWISHAM

DEPARTMENT: BUSINESS DEVELOPMENT

RESPONSIBLE TO: CYP-PT OFFICER

JOB PURPOSE: To work as part of a team to deliver Incredible Years and PIPT programmes and other CYP PT interventions including IY ASC, Guided Self-Help and more, to families both face to face and online.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To assess all families who have been referred to the CYP IAPT Parenting Service, as instructed by the line manager. This includes but is not restricted to:
 - Accepting referrals via agreed protocols within the service
 - Contacting referred families via telephone to undertake an initial conversation, discuss suitability to the allocated intervention and set up an assessment/meeting
 - Undertaking the assessment of the parent/carer and/or child prior to programme
 - Using the Routine Outcome Measure assessment and outcome tools including, SDQs, GBOs, and BPSEs
 - Collation and input of all data onto required systems to include the EYA case management database and any other required recording systems

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- Completing clear and concise assessment notes on the family - gathered during the assessment, ensuring all assessments are filed and stored in accordance with Alliance Data Protection procedures
 - Attending performance/case supervision meetings with the line manager to discuss the families referred
 - Referring families to relevant services internally or externally or back to the referral agent as necessary (on confirmation from the line manager)
2. To work to the highest possible standards of practice in accordance with Alliance policies and procedures and quality standards. This includes but is not restricted to:
- Carrying out risk assessments and following safeguarding / personal safety procedures when conducting assessments either online or face to face
 - Being aware of your responsibilities in safeguarding children and the procedures to follow in acting on concerns
 - Following good practice guidelines for working with families in a safe, friendly and professional manner, including ensuring that all support given to the parent/carer keeps the needs of the child at the centre of the work
 - Completing all paperwork for each family correctly and according to guidelines given
3. To deliver the agreed minimum number of Incredible Years group programmes, 1:1 PIPT programmes and other CYP PT Interventions as directed by the line manager. This may be face to face or online and includes but is not restricted to:
- Organisation of all ROMs paperwork required for effective delivery of each programme
 - Organisation of all resources and equipment required each week in collaboration with colleagues
4. To attend case management/performance supervision, CYP-PT team meetings, clinical supervision and other meetings as relevant and directed by the line manager for the purposes of:
- Meeting with CYP PT parenting practitioner colleagues to reflect and share knowledge and learning gained throughout the CYP IAPT delivery.
 - Responding to and implementing suggestions by supervisors and managers relating to groups and case work
 - Contributing to the development of best practice within the CYP IAPT service
 - Ensuring safe practice and clinical governance obligations of the worker, supervisor and service are delivered
5. To gather and collate referral and allocation data, using the REFERRAL DATA DETAIL and REFERRAL DEMOGRAPHIC DETAIL spreadsheets,



and assist managers in completing the termly and annual monitoring reports as requested.

6. To attend relevant training and continually update knowledge related to the requirements of the post and to the work of the Alliance.
7. To work flexibly to enable the service to be responsive to the developing needs of the service users across the full week – at times this will include some evenings and weekends as directed by the line manager.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Possess a Post-graduate Certificate in CYP IAPT Therapy and have significant experience of delivering Incredible Years and/or PIPT Programmes.
2. Demonstrate an understanding of the importance of working with parents to address child behaviour.
3. Demonstrate excellent knowledge and understanding of issues relating to safeguarding children, young people and vulnerable adults.
4. Experience of working with safeguarding issues and multi-agency working.
5. Demonstrate the ability to use listening skills and work in an empathetic manner to enable and empower parents to make positive decisions about their children and their family lives.

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6. Demonstrate the ability to work effectively with a range of professionals connected to/working with the children/family.
7. Demonstrate understanding of the needs of vulnerable families within a disadvantaged multi-cultural urban environment.
8. Demonstrate understanding of the range of factors that can impact on the presentation of child behavioural problems.
9. Excellent IT skills, experience of Microsoft Office suite, using Word and Excel, case management and reporting databases, internet, email etc.
10. Possess excellent verbal and written communication skills, adapting the communication style according to the varying needs of families and/or professionals.
11. Possess proven ability to produce clear reports, be organized and able to work independently and pro-actively on own initiative to a high professional standard.
12. Possess experience of working as part of a team, and of working with internal and external colleagues from a range of professional backgrounds, to deliver excellent outcomes for children and families.
13. Ability to use supervision to reflect on practice.

Desirable Criteria

1. Demonstrate an understanding of range of possible services that can work with children and families with behavioural problems.
2. Knowledge of Lewisham borough, including local demographics, family hubs and other services for families.
3. Experience of delivering Parenting Programmes to families with children with neurodiverse conditions or conduct disorder.

TERMS & CONDITIONS:

Grade: 4A

Salary: £36,218 per annum pro rata

Allowance: £2570 per annum London Weighting pro rata

Annual Leave: 25 days plus 8 bank holidays pro rata

Hours: 18 hours per week (fixed term- 15 weeks)

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

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Pension: The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: