

Role Profile

Part A - Grade & Structure Information

Job Family Code	9PCS	Role Title	Lead Behaviour Support Worker
Grade	PS9	Reports to (role title)	Assistant Director Children With Disabilities (CWD)
		Directorate / School	LDA & Children's Complex Health Needs
JE Band	314-370	Service / Department	Children's Service, Family Resilience, Safeguarding, Corporate Parenting
		Date Role Profile was created	08/08/2023

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Children's crisis intensive support service services works with CYP with a diagnosed learning disability and/or autism aged 4 - 18th birthday. These CYP would be those with most complex needs who feature on Surrey's Dynamic Support Register and are at imminent risk of placement breakdown, The service works out of office hours to offer assessment and intervention around behaviours of concern that are putting their placement at risk. CCISS work with CYP and their families when they are in crisis for a time limited period of 6 - 12 weeks. CCISS is led and supported by a Service Manager, Team Manager and a Senior Social Worker.</p> <ul style="list-style-type: none"> • Identify, articulate and contribute to service development and improvements to CCISS and wider systems through joint working, collaboration and discussions. • Provide a strategic layer to team who will work closely with the Behaviour Support Workers to ensure they are well supported when working across systems of Health, Education and Social care, including discharge meetings/ emergency reviews, CETR's, MDT LAEP and DSR. • Based on the above: to develop effective strategic partnerships, particularly within and between children's health, social care, education, school and the youth justice system, that will successfully influence appropriate multi-agency developments to cater for other needs of CYP with complex needs who may be considered to be at high risk. • To hold a smaller, more complex case load than the Behaviour Support Workers but offering additional skills to lead on completing functional assessments and identifying work/intervention to be completed by the Behaviour Support Workers. <p>To line manage 3 x Behaviour Support Workers and support them with their caseload when required and offer specialist advice, measuring outcomes, quality assurance of work and continued professional development of the Behaviour Support Workers.</p> <ul style="list-style-type: none"> • Supporting the CYP and their families at multi-agency meetings, alongside the Behaviour Support Workers, ensuring the voice of the child is heard and that actions are co-ordinated and followed up. • To regularly engage with CYP and Family/Carer groups on co-production activities and to ensure their voice is heard • Facilitate the CYP and their family to access appropriate ongoing support mechanisms.
Work Context	<p>The role holder will work alongside Surrey Children's Services Social Work teams/ SEND/Schools and CAMHS and CLD services. They will therefore liaise with Social Care, Health and Educational teams and Service/Team Managers.</p> <p>They will also be involved in developing the Behaviour Support Worker role within the team, ensuring quality of intervention and taking a lead on completing Functional Assessment and Behaviour Support Plans.</p>
Line management responsibility if applicable	<p>The Lead Behaviour Support Worker role will involve usual line managing duties such as:</p> <ul style="list-style-type: none"> • Assigning identified interventions to Behaviour Support Workers • Conducting effective/reflective supervision and performance appraisals • Day to day people management • Implementing disciplinary measures (where necessary)
Budget responsibility if applicable	N/A

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Risk Management</p> <ul style="list-style-type: none"> • Identify opportunities and risks associated with the service and escalate / report to management. • Investigate concerns, complaints and safeguarding issues to promote satisfactory and positive outcomes and protect vulnerable members of society. <p>Service Development</p> <ul style="list-style-type: none"> • Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. • Contribute to service plans and plan staff resources to maintain operational delivery of services. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist with budget/resource/funding management in accordance with the organisation policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. • Work in partnership with service users, their families/carers. <p>People Management</p> <ul style="list-style-type: none"> • Line manage and/or supervise, guide, advise and mentor less experienced or non-professionally qualified staff on casework and provision of care services, making sure that staff act in accordance with procedures and good practice. Assist in the development of staff and in the timely provision of services. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area. • High level working knowledge of relevant legislation, procedural frameworks and practice standards in a specialised area of practice. • Able to assess, plan and review appropriate support. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Able to lead team working, and use supervision to improve personal performance and practice of junior staff. • Understanding of the principles of confidentiality and information governance and how these apply to social care. • Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time. • Satisfactory DBS clearance might be required.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> •A proven understanding of the needs and characteristics of children and young people with a formal diagnosis of Autism and or a learning disability •Strong, holistic understanding of the education, health and care systems. •Experience of working with children and/or young people with learning disability, autism or both and complex needs and their families •A proven understanding of the difficulties likely to face children and young people with Autism and or a Learning disability. •A proven understanding of the role adults play in supporting children and young people with Autism and or a Learning disability. •An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities •Strong understanding of children’s mental health and human rights •An understanding of the challenges experienced by Parents of Children and Young People (CYP) with Special Educational Needs and Disability (SEND) and Autism •Legislative knowledge and awareness of locally available provision, as well as how to apply in practice •An understanding of safeguarding procedures <p>This role will require travel around Surrey.</p> <p>Appointment to this post will be conditional upon the receipt of a satisfactory response to an enhanced check of police records via Disclosure and Barring Service (DBS).</p>
Role Summary	<p>Roles at this level may manage a small team delivering specific front line services and/or will be an experienced professional assessing and managing a complex caseload supporting consistency and standards of practice, in a defined service or geographical area. They will require a professional qualification and experience or extensive practical experience. They usually work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead although the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>
Reference Number	<p style="text-align: center;">BM-2023-339</p>