



Local Authority Education Link Coordinator - Early Years and Colleges

Salary: Band 7, £33,119 to £37,562 per annum

Hours per week: 37 per week, working Monday to Friday, 8:30-5

Contract type: Permanent

Location: Civic Offices

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality across the City that works to improve outcomes for children.

DBS Disclosure at Enhanced Level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Panel safer recruitment processes.

The Service

Portsmouth is a great waterfront city with a bright future. As part of shaping the city's future, the City Council is committed to five key priorities:

- Making Portsmouth a city that works together, enabling communities to thrive and people to live healthy, safe and independent lives.
- Encouraging regeneration built around our city's thriving culture, making Portsmouth a great place to live, work and visit.
- Making our city cleaner, safer and greener, and take collective action to tackle climate change.
- Making Portsmouth a great place to live, learn and play, so our children and young people are safe, healthy and positive about their futures.
- Making sure our council is a caring, competent and collaborative organisation that puts people at the heart of everything we do.

These posts are placed within the Children, Families and Children Directorate. The Directorate plays a key role in achieving the city's ambition by providing a range of education, early help and safeguarding services, working strategically and operationally in close partnership with education settings, the NHS, police and the voluntary sector.

What is the role?

The Link Coordinator plays a key role within the new Support Hub, contributing to a coordinated, relational and preventative system that enables children, young people and families to receive the right help at the right time.

Working as part of a multidisciplinary team, including Support Hub advisors, Safeguarding Supervision Leads and wider system partners, you will provide practical,

timely and relationship-based support to professionals and families at the earliest stage of need.

You will directly support educating settings, to identify early and emerging needs for children and young people, provide guidance and support on ensuring that children and families receive the right help, at the right time, from the right people. This includes providing support to schools across the city, by giving advice and guidance for vulnerable children, by having exploratory conversation and guiding forward actions and next steps. Experience of working in either a safeguarding or education background is essential.

Local Authority Link Coordinators provide advice, guidance, challenge and support to education settings and services with a key focus on ensuring the right processes and practice are in place on a multi-agency basis to improve outcomes for children and their families.

Key responsibilities of the role:

- To ensure that schools are aware of their vulnerable children that are open to Children's Social care, Early Help or children who may be vulnerable but not open to external services.
- To support schools in identifying early and emerging needs for children and families, ensuring timely and joined up responses before needs escalate. Promoting the use of an effective plan (FSP) and/or use of local support services to meet the emerging needs.
- To visit their allocated schools on a regular basis (at least once per half term) providing targeted support sessions with wider pastoral teams through 'Link and Learn' sessions. Providing more in-depth discussions around specific topics and themes.
- To facilitate a 'solution circle' model of discussion with school pastoral staff to explore situations where staff feel 'stuck' with next steps to follow.
- To be an allocated point of contact that schools can call to talk through individual cases for advice, guidance, support and challenge. Providing information on key services and agencies that support families in the city. This would be cases that do not meet a safeguarding threshold and should not replace the MASH function.
- To support the positive working relationships between education, Family Help, health services and the wider network.
- To support schools to identify children who may benefit from an early help response and to undertake a 'Family Support Plan' and the lead professional role where this would be beneficial. To provide support and guidance around this where necessary.
- To support the 'Step Across' of cases closing from Family Help to the school who would be the Lead Professional, supporting them with the process and ensuring that the early help support continues for vulnerable children.
- To support the city-wide agenda in improving school attendance for children with attendance below 50%, ensuring that you can support schools with advice and guidance in following attendance processes effectively.
- Have a good understanding of child criminal and sexual exploitation and to support schools in identifying emerging signs of exploitation. Also, to contribute, where required to weekly 'Missing, exploited and Trafficked (MET)' meetings.

- Supporting schools to complete Family Support Plan reviews to monitor and record sustained change and improvement for children and families.
- To work with schools improving their safeguarding and early help processes, working alongside the PSCP training team to identify individual training needs and improvement.
- To be able to use the 'Insight Hub' data warehouse to help inform your conversations with your allocated schools, ensuring that records are kept accurate and up to date.
- To be able to have restorative, transparent, honest and challenging conversations with schools where practice change is needed, using a high challenge high support approach.
- To work with organisations to restore and improve good working relationships and communication using a relational and restorative approach.
- To support the delivery of PSCP Safeguarding training programme by co-delivery of 'Early Help - Using the FSP' training.
- To work alongside the PSCP and MASH Education team to ensure joined up messaging to schools on quality of contacts and decision-making.
- To attend the locality network meetings and ensure that they keep up to date with local knowledge and to network with the wider professional workforce.
- To undertake individual professional development, including 'coaching and mentoring', 'supervision' and 'Safeguarding' training to enable a curious and knowledgeable approach in supporting and mentoring schools.

Who is the person?

You need:

1. Be able to demonstrate experience in working with children and their families in a relevant sector or field e.g. early help, education, early years, social care.
2. Be able to demonstrate knowledge of what a good Family support plan and assessment looks like and be able to support others in this practice and process.
3. Have a good understanding of how services are delivered in Portsmouth and working in a multi-agency approach. Keeping up to date with local services and support available for families and be able to advise on this.
4. Have excellent safeguarding knowledge, understanding the 'Tiers of Need' (Portsmouth Thresholds document) and have undertaken regular safeguarding training.
5. Be able to demonstrate a positive approach and be able to foster this in others, using coaching and mentoring skills.
6. Demonstrate excellent written and verbal communication skills with key partners including schools, Early Help and Social Care teams.
7. Be able to build excellent working relationships with education settings and services.
8. Be able to have relational, restorative, honest and challenging conversations with professionals, using a high support, high challenge approach.
9. Have the ability to reflect on individual practice, and be being curious to learn and develop in all areas of the role.

10. Be a confident individual who can act upon their own initiative and work autonomously making informed decisions, knowing when to escalate issues.
11. To have a good understanding of GDPR and manage high levels of confidential and sensitive information.
12. Be able to prioritise competing demands, manage deadlines and prioritise work when needed.
13. Be able to deliver presentations to groups or staff and co-deliver training as required.
14. Be able to confidently use IT systems, data management system (Insight Hub). Skills in using basic spreadsheets and case management database (for Social Care, Education and Early Help services).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).