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| Job title | Restorative Practice Training Officer |
| Strategic team | Children’s Services |
| Service | Learning Academy |
| Business unit | Children’s Service’s |
| Responsible to (day to day issues) | Restorative Practice Lead |
| Accountable to (line manager) | Restorative Practice Lead |
| Salary grade (spinal column points only) | G |
| JE ref | CSERV005 |

# 1. Key purpose of job

* 1. Embed restorative practice across Torbay children’s services, safeguarding partnership and the wider council through learning events.
  2. To design, deliver, and evaluate restorative practice training
  3. Act as restorative practice champion, role modelling relational practice through giving time and expertise to undertake meaningful conversations with children and families, colleagues, and partners to promote the benefits of restorative approaches

# 2. Anticipated outcomes of post

2.1 Restorative Practice is evident within audits, supervision, feedback and improved outcomes for children and their families

2.2 An ethos of continual learning and evidenced informed practice becomes embedded

across children’s services.

2.3 A culture of reflective and self-directed learning through increased varying learning options is established in line with the budget set and procurement legislation/requirements.

# 3. List key duties and accountabilities of the post

3.1 Embed Restorative and Relational Practice across the council and safeguarding partnership including education provisions, health, and police through the delivery of learning events.

3.2 Design, organise and monitor restorative practice workshops, induction and learning events and feedback to the Restorative Practice Lead, including revisions and amendments made.

3.3 To deliver restorative practice workshops, induction and learning events both virtually and face to face

3.4 To actively promote restorative and relational practice learning opportunities across the council and partnership through flyers, attending meetings and liaising with managers at all levels.

3.5 Adapt training and materials in response to feedback and the needs of the audience.

3.6 To be able to assess the knowledge and skills of learners and give constructive feedback on areas for improvement

3.7 Utilise a wide range of learning tools and methods to account for different learning styles

3.8 Review and develop resources and materials: presentations, handouts, direct work tools, advice and guidance within agreed timescales and in collaboration with the Restorative Practice Lead.

3.9 Be a role model for restorative and relational approaches as outlined by the Restorative Justice Council principles and standards including providing high support and high challenge.

3.10 Liaise and engage with stakeholders to plan training and learning events including coordination of calendars, venues, timings.

3.11 Work with the Restorative Practice Lead to support the development and remit of Restorative Practice Champions group including supporting them to embed restorative practice within their own teams.

3.12 Ensure best practice standards and quality marks as set out by organisations such as Research in Practice and the Restorative Justice council are followed and disseminated across Children Services

3.13 Act as restorative practice champion, role modelling relational practice through:

* Giving time and expertise to undertake meaningful conversations with children and families, colleagues, and partners to promote the benefits of restorative approaches.
* Share information and good practice across the organisation using a variety of formats such as the internet, newsletter, webinars.
* Engage and support colleagues constructively and positively to change hearts and minds
* Signpost colleagues and partners to sources of help and further support
* Provide meaningful support to members of the workforce on how to engage people in a restorative and relational way
* Keep up-to-date and reflect on our own practice so we can learn, develop, and improve
* Co-ordinate, deliver and support training and events to embed restorative and relational practice.

3.14 Enhance the performance of the Learning Academy by reaching a wider audience through the delivery of learning events to our partners and wider council staff.

3.15 Contribute to the review and design of policies and procedures by ensuring restorative practice principles are embedded.

3.16 In collaboration with Restorative Practice Lead, contribute to the Local Authority’s objective of being a Restorative and Relational Council through the delivery of learning events.

3.17 The post holder will make autonomous decisions about when and how tasks are carried out but may seek advice from the lead on how best to resolve a complex situation such as when restorative mediation may be required.

3.18 Have autonomy to be creative in how the standardised training content is delivered to meet the learning needs of training delegates or staff, and to overcome barriers to embed Restorative Practice within the Council and the Partnership including health, police and education providers.

3.19 To engage learners where there is resistance and problem solve to overcome blockers and barriers to embedding Restorative Practice.

3.20 Support others to gain knowledge and be able to apply their own learning into practice, including working alongside practitioners to problem solve on their work with children and families when cases become stuck or there is drift and delay.

3.21 he need for creativity is required on an ongoing basis to engage staff in Restorative Practice training.

# 4. Budgetary/Financial Responsibilities of the post

4.1 None.

# 5. Supervision/Line Management Responsibilities of the post

5.1 None.

# 6. Working environment and conditions of the post

6.1 Normal working environment and conditions.

# 7. Physical demands of the post

7.1 Normal physical demands.

# 8. Specific resources used by the post

8.1 None.

# 9. Key contacts and relationships

**External**

Children’s Services Partners including Health, Police and Youth Offending Service.

Education Providers including Early Years, Schools, Further Education Providers and Alternative provisions.

Voluntary and Charity Sector including Youth Trust, Make Amends, Restorative Justice Council

**Internal**

Employees at all levels across the Council including delivering training to the Senior Leadership Team, Managers to support them to embed Restorative Practice principles within their teams, and all employees at all levels.

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.

The post is eligible for both hybrid and permanent home working.

* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
* As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form, you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Working restoratively and relationally in line with the Restorative Justice Council’s standards and principles.
2. High level of communication skills in group and individual settings.
3. Ability to demonstrate positive multi-agency working.
4. Commitment to regularly and actively developing own practice.
5. Able to share good practice and experience and learn from others.
6. Ability to give constructive feedback, challenge appropriately and identify areas for development in others
7. Willingness to work outside of contracted hours in the evenings and weekends subject to notice to deliver training
8. Training and facilitation skills including utilising a range of tools and methods
9. ICT and administration skills
10. Have demonstrable experience of working to complete objectives/targets through independent working and problem-solving skills
11. Make effective use of time management and prioritisation skills
12. Ability to manage conflicting priorities or deadlines.

### Desirable skills and effectiveness

1. Restorative Justice Council Accredited restorative trainer/practitioner

## Knowledge

### Essential knowledge

1. Significant theoretical knowledge of the Restorative Justice processes, principles and standards and the Relational Practice model as set out by the Restorative Justice Council Framework.

2. Knowledge of how Children’s Services operates, inclusive of legislation and national guidance and procedures specific to this post

3. Knowledge of different learning style and methods

### Desirable knowledge

1. Knowledge of how organisations can achieve the Restorative Justice Council Quality Mark

## Experience and achievements

### Essential experience and achievements

1. Experience of engaging colleagues in restorative and relational practice through the delivery of learning.
2. Facilitating learning and delivering training
3. Designing training and learning events
4. Experience in working with children and families, including working with complexity

### Desirable experience and achievements

1. Delivering training on a virtual platform

2. Evaluating and quality assuring training

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Educated to A Level standard
2. Level 5 NVQ Qualification in Social Care, Health, Education, Children and Youth Work, Probation or Criminal Justice or significant equivalent experience
3. Evidence of continued professional development

### Desirable qualifications/professional memberships

1. Relevant degree such as Social Care, Health, Education, Children and Youth Work, Probation or Criminal Justice

2. A relevant training/teaching/facilitation course at level 3 or above

## Essential – Other requirements of the job role

* Demonstrates a commitment to safeguard and promote the welfare of children and young people
* Ability to travel efficiently around the Bay to carry out duties
* Ability to carry out the physical requirements of the role (i.e., manual handling)
* Ability to accommodate unsociable hours to deliver training with notice when required
* Ability to accommodate occasional/permanent homeworking
* Ability to work unsupervised at times