



# Career Development programme

Early Help Inclusion and Vulnerable Children



# Introducing the career development programme

## A message from Martyn Stenton

I am pleased to introduce the EHIVC career development programme.

We understand that work with children, young people and their families is complex. It is undertaken by talented people whose expertise supports families, helps keep children safe and enables them to thrive. Our practitioners must be supported by senior members of staff, leaders and managers at all levels who are equally talented and able to provide the guidance, supervision and leadership needed for excellent work with children and their families.

The career development programme is designed to support our talented and experienced practitioners and current managers to develop their skills, progress to higher levels of management or diversify across different areas Children and Young People's Services to work in the roles which they aspire to. Whether that is progression as a practitioner, in roles that lead and support staff, team manager positions or at operations managers or strategic manager level.

The programme will help you better understand the role you aspire to, to identify your strengths and areas for development, and to support you to undertake a development programme designed to meet your individual needs and make you ready for success.

We hope that you will actively consider making an application for the career development programme.



**Martyn Stenton**

Head of Early Help, Inclusion and Vulnerable Children  
Children and Young People's Services

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# Why do we need the career development programme?

Children and Young People's Services aims to become an “**employer of choice**” for all staff who work directly with our children and their families. This means that frontline staff and managers will be eager to come to work here, and to be keen to stay with us over the long term and develop their careers. A key part of this is ensuring that there are clear career pathways and development opportunities for staff with varied career ambitions.

The career development programme is part of our commitment to providing meaningful development opportunities for staff. It aims to support skilled, qualified and experienced workers who want to progress into another role or take that first step into a leader or management post, and to help those in management and leadership roles at all levels, to move into the roles they aspire to, whether that is as a team manager or at operations manager or strategic manager level.

We are in a very positive position where the vast majority of our senior staff and management team are committed to a long term future in Durham, and have permanent contracts. But, we still need to plan for the future. We will need new leaders and managers at all levels, across the service as people in those posts retire or move into different posts in line with their career ambitions.

If you participate in the career development programme you will benefit from an extensive programme of training and support, designed to meet your individual needs, and to prepare for you for the role you aspire to.



## What do we hope to achieve?

The aim of this element of the programme is help you to develop a clear understanding of the role you aspire to. We hope that this will help you to:

- ★ Make an informed decision about whether the role is right for you and if you wish to progress to apply to join the programme.
- ★ Make a strong, well informed application for the career development programme.

## What opportunities will you benefit from?

### Shadowing

You are encouraged to undertake at least 1 day of shadowing of the role you aspire to before submitting your application for the programme.

With the support of your manager, you should arrange to shadow someone in the role you aspire to outside of your current team. This could include shadowing within a different area or areas of the CYPS or your service area to get a sound understanding of the similarities and differences across roles, teams and areas of work.

# The application process

## What do we hope to achieve?

This element of the programme is designed to ensure that as a candidate for the career development programme, you can demonstrate:

- ★ A strong understanding of the role you aspire to.
- ★ An ambition to achieve a position the role you aspire to.
- ★ Insight into your strengths and potential areas for development.
- ★ The support of your manager and strategic manager to undertake the programme.



It will also help us to develop a programme of training and support to meet your individual needs.

## What will you need to do?

Complete and submit an application form which will ask you to:

- ★ Make a personal commitment to completing the career development programme, and to applying for the role you aspire to on completion of the programme when a suitable post becomes available.
- ★ Explain your understanding of the relevant role, your career ambitions, the challenges you expect to face during the programme, and the strategies you will use to overcome these.
- ★ Reflect on your strengths and areas for development against a knowledge and skills template.
- ★ Collect statements from your manager which support you to engage in the programme and confirm that you are ready to progress.
- ★ For an application form please contact the Development and Learning Team:

Tel: 03000 267 372

E-mail: [developmentandlearningchildren@durham.gov.uk](mailto:developmentandlearningchildren@durham.gov.uk)

Completed application forms should be scanned and returned to:  
[developmentandlearningchildren@durham.gov.uk](mailto:developmentandlearningchildren@durham.gov.uk)



# Development feedback

## What do we hope to achieve?

This element of the programme is designed to ensure that you:

- ★ Receive open and honest feedback about your application.
- ★ Have a clear development programme to meet your individual needs and to support you to meet your career objectives.

## Development meeting

- ★ Everyone who submits an application form for the career development programme with support from their line manager will be invited to attend a development meeting. This meeting will include the applicant, their Line Manager, Strategic Manager and a representative from Workforce Development.
- ★ The meeting is designed to:
  - ★ Ensure that you receive open and honest feedback about your application.
  - ★ Determine whether you are ready for the career development programme now or would benefit from further development before applying for a place on the programme.
  - ★ Focus on developing a bespoke programme of training and support to meet your development needs and help you to meet your career ambitions.



# Development programme

## What do we hope to achieve?

This element of the programme is designed to ensure that you have the opportunities for development you need.

## What will you benefit from?

### 1 Coach

- ★ You will have a coach to support your development throughout the programme. You will meet regularly with your coach who will provide you with support and opportunities to reflect. This coach will be identified through discussion your line manager. They will be the most appropriate person to provide support and guidance though the career development program and may be from your current or another team.
- ★ Consideration should also be given to accessing [Durham's Corporate Coaching Network](#) where further coaching is required.

### 2 Self-assessment activities

- ★ You will have opportunities to complete assessment activities to help you identify your strengths and development needs.

### 2 Training opportunities

- ★ Your bespoke development plan will include training opportunities identified to meet your needs.
- ★ You may also want to attend workshops with other aspiring leaders and managers.

### 3 "On the job" experience

- ★ One of the most important elements of the career development programme is the opportunities you will have to gain "on the job" experience where you can put your learning into practice.
- ★ These may include shadowing, taking on some additional duties and/or involvement a project.
- ★ Most of these opportunities will be identified as part of your bespoke development plan or during reviews, but others will be identified during your mentor meetings.



#### 4. Regular reviews of your progress, feedback and support

- ★ Quarterly reviews of progress will take place through informal meetings between you, your coach, line manager or/and a senior manager from your service and a representative from Workforce Development.
- ★ The programme will also be discussed with the personal line manager in regular personal supervisions and this can be recorded on the personal supervision form and a record will be stored on MyView as appropriate.
- ★ These meetings will support you to review your progress and identify opportunities to meet any new development needs.
- ★ Once the member of staff has completed the programme and all relevant actions, ongoing support will be made available through your line manager and Workforce Development where required.



# Evidencing competence

## What do we hope to achieve?

This element of the programme is designed to ensure that you:

- ★ Have reflected on your progress.
- ★ Have a clear picture of your strengths.
- ★ Are well prepared to apply for the role you aspire to.

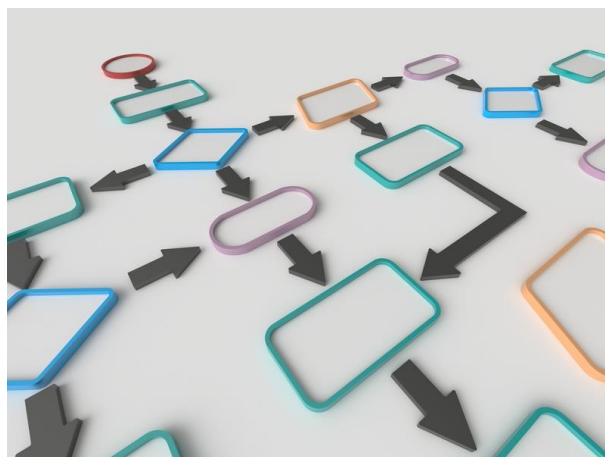
## What will you benefit from?

### 1 A process of reflection on your progress and strengths

- ★ You will complete a reflective account which will support you to:
  - ★ Explain how your understanding of the role you aspire to has changed over the course of the programme, the challenges you faced during the programme, and the strategies you used to overcome these; and how you plan to apply the learning from the programme in your career.
  - ★ Reflect on your strengths and any remaining areas for development against the knowledge and skills template

### 2 Final review meeting

- ★ You will attend a final review meeting with a Strategic Manager to :
  - ★ Review and celebrate your progress;
  - ★ Consider current relevant vacancies in the Service;
  - ★ In the case of an appropriate vacancy not being available, consider other opportunities to continue to develop your career.



# Application for a relevant post

## What do we hope to achieve?

This element of the programme is designed to ensure that you:

- ★ Are aware of the vacancies available.
- ★ Are encouraged to apply.

## How will you benefit?

- ★ Where there are existing relevant vacancies, or an internal vacancy is advertised you will be directly invited to apply.



# Ongoing support

## What do we hope to achieve?

This element of the programme is designed to ensure that you:

- ★ Are well supported during your first 6 months in your new post.

## What will you benefit from?

### 1 Coaching

- ★ You will continue to have access to a coach to support you as you become comfortable in your new role.

### 2 Support

- ★ You will regularly attend meetings and events pertinent to your new role.

### 3 Training

- ★ You will be able to access the full development programme for your new role.



## A long-term commitment.....

Children's and Young People's Services Management team are committed to investing in the career development programme over the long term.

The programme will be evaluated and reviewed, with the aim of having an ongoing flexible career development programme. We plan to evaluate the programme by collecting feedback from you:

- ★ At the end of the application process;
- ★ At the end of the programme;
- ★ After your first 6 months in post in the role you aspired to.

We hope that you will share your views with us openly and honestly so that we can continue to improve the programme.



# Questions or comments?

If you have any questions or comments about the programme please contact:

Clare Gray, Learning and Development Officer

E-mail: [clare.gray@durham.gov.uk](mailto:clare.gray@durham.gov.uk)

Telephone: 07387050637

