

**Job Description**

**Job Title:** Assistant Team Manager

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** People Care

**Job Profile:** PC 5

**Directorate:** Children’s Services

**Job Ref No:** JP1102

**Work Environment:** Court and Locality, Looked After Children and

Permanence

**Reports to:** Team Manager

**Number of Reports:** Social Workers, trainee or student Social Workers and Newly Qualified Social Workers, as agreed by Team Manager.

**Purpose:**

To manage and supervise others in the delivery of services to ensure the safeguarding and independence of clients and the community.

To undertake assessments and interventions with the most complex children and families.

To manage a complex case load

To develop and promote best practice, supporting the Team Manager with operational management tasks and overseeing and supporting the work of less experienced colleagues.

Sign off statutory assessments and reports as agreed by Manager within the

Scheme of Delegation

Provide oversight and delegated decision making functions, supporting the Team

Manager in aspects of the management task

To act as a role model in terms of best practice

To directly supervise staff

To sign off reports and plans as agreed by the Team Manager

**Key Responsibilities:**

To have casework responsibility for the most complex cases, working within a multi- agency framework.

Undertake timely, procedurally compliant assessments, and S47 enquiries which clearly identify level of risk, or need, in relation to children and which lead to clear plans and interventions that address the identified need/s.

Role model competent social work practice, with increased autonomy linked to level of skill, experience and knowledge of the post holder (Professional Capabilities Framework – Advanced Level).

Take ownership of casework issues including the focus of assessments, nature and type of work to be undertaken, reporting case work progress to the Team Manager as appropriate.

To hold the necessary Practice Educator Award and act as a practice educator for students and newly qualified social workers.

To co-work cases with less experienced social work practitioners and offer opportunities for direct teaching, role modelling and mentoring with a focus on developing the skill base of staff within the team.

To be a nominated ‘Practice Champion’ and be part of the Practice Champion Network in Sunderland, led by the Chief Social Worker, in order to promote, and disseminate information and embed any practice changes at a locality level leading to the development and promotion of consistent good practice.

Ensure own continuous professional development in terms of emerging research, case law and other relevant policy or procedural changes.

Act as a consultant within the team in the area of good practice, emerging research, case law and relevant policy changes with a focus on other staff acquiring skills and knowledge, promoting a consistent good practice approach.

Manage and supervise Social Workers, Child and Family Workers, and trainee and student Social Workers as appropriate.

Promote employee development through adherence to policies and procedures. Provide support to the Team Manager by:-

 Contributing to the development and delivery of the Team Plan

 Overseeing and determining the allocation of work

 Providing a quality assurance and decision making role related to casework across the team

 Ensuring that practice is critically evaluated and reviewed, feeding back to individual and identifying any themes or trends that my need to be addressed through learning and development

 Ensuring timely responses, appropriate to the level of need/risk identified

 Making sure that assessments are safe, proportionate and have well evidenced conclusions

 Having the delegated authority to sign of assessments, plans and reports, as agreed by the Team Manager

Chair meetings in relation to children at risk or in need (e.g. strategy, core group, Child in Need and planning meetings) where appropriate, ensuring effective information sharing, planning and review.

Contribute to meaningful engagement with partner agencies locally and across the City, including case discussion, problem solving, managing dispute, training and participation in multi-agency forums.

To contribute to strategic and operational developments related to the establishment and promotion of excellent practice across Sunderland.

**Statutory Requirements**

To comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

To comply with the principles and requirements of the Freedom in Information Act

2000.

To comply with the Council's information security standards, and requirements for the management and handling of information.

To use Council information only for authorised purposes.