

## **Children and Young People's Service**

### **Children and Families Service**

#### **JOB DESCRIPTION**

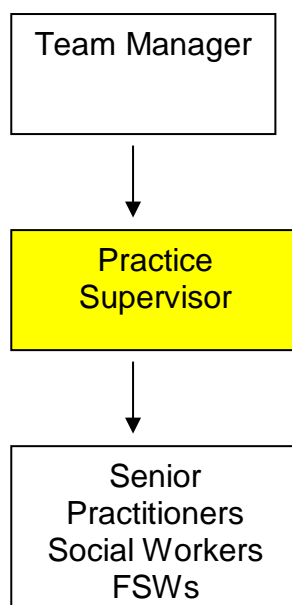
<b>POST:</b>	Practice Supervisor
<b>GRADE:</b>	Band 14
<b>RESPONSIBLE TO:</b>	Team Manager
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	<b>JOB FAMILY:</b> Care and Support
<b>JOB PURPOSE:</b> The core focus of this job is to ensure the safe and effective delivery of services to Children and Families in accordance with Children and Families' Policies and Procedures. The post holder will do this by effective management of social work practice through the use of social work supervision within their supervision group.	
<b>JOB CONTEXT:</b> Children and Families provide services which follow from specific Legislation, including the Children Act 1989 and the Children Act 2004 and 2014 as well as other Government guidance and policy. We are committed to providing good quality services to support children young people and their families. The practice supervisor will be based in social work teams across safeguarding, looked after children and fostering teams in order to safeguard and promote the welfare children and young people that you are responsible for and come into contact with. This post requires an ability to fulfil all spoken aspects of the role with confidence through the medium of English.  Enhanced DBS check required.	
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>• To supervise Social Workers on a day to day basis to ensure the delivery of an effective social work service to children and their families in accordance with the relevant policies and procedures</li> <li>• Modelling and facilitating reflective practice</li> <li>• To promote professional development and quality evidence based practice through supervision and contributing to the annual appraisal of team members</li> <li>• To ensure all assessments undertaken by the Team are based on clear accurate information and analysis – including direct involvement in some, more complex assessments</li> <li>• To ensure all interventions are supported by clear plans which ensure the protection and development of the child or young person</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage risk and support social workers in managing risk Leading and mentoring colleagues in reaching appropriate decisions</li> <li>• To assist the team manager to be able to make safe evidence based decisions relating to improving outcomes for children and families</li> <li>• Provide leadership, advice and support to other professional staff in relation to complex cases and to be an active practice leader driving Signs Of Safety across social work practice</li> <li>• Ensure professional decisions are made according to the highest standards, using an evidence base and stand up to scrutiny</li> <li>• Provide appropriate challenge to the decisions of other staff within the team</li> <li>• Undertake the allocation of workload as agreed with the Team Manager, monitor team and individual performance and work with the team manager to resolve workload issues as they arise</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• To ensure families are involved and informed at all stages of assessment and intervention (where compatible to the child's safety)</li> <li>• To ensure significant issues and barriers to service delivery are reported promptly to senior management</li> <li>• To monitor compliance to policy, procedures and performance targets relevant to the service areas</li> <li>• To develop mechanisms which monitor service user feedback on the quality of services</li> <li>• Establish rapport and respectful trusting relationships with children, young people and their families</li> <li>• Understand the role and value of families and carers as partners in supporting their children to achieve positive outcomes</li> <li>• Ensure policies, procedures, and practice standards are readily available to practice staff</li> <li>• Use systems such as LCS effectively to ensure information is recorded about cases, contacts and individuals</li> </ul>
Partnership Working	<ul style="list-style-type: none"> <li>• To Chair multi agency and strategy meetings ensuring clear measurable outcomes and monitoring arrangements are agreed and recorded</li> <li>• To work cooperatively with other agencies to improve multi agency working and response to referrals and contacts</li> <li>• To work collaboratively with colleagues in developing services and social work practice</li> <li>• Strive for effective communication and teamwork with other practitioners and professionals. Provide professional advice and guidance as required</li> <li>• Liaise with statutory and voluntary agencies and work within the broad range of services for children and families</li> <li>• Understand and promote your role in sustaining good relationships across agencies</li> </ul>

People and resource management	<ul style="list-style-type: none"> <li>• To manage risk within Social Workers caseloads and support social workers in managing risk Leading and mentoring colleagues in reaching appropriate decisions</li> <li>• To prioritise work ensuring the safeguarding of children and young people is paramount</li> <li>• To keep individual knowledge base up to date and undertake training as required</li> <li>• To assist the Team Manager to be able to make safe evidence based decisions relating to improving outcomes for children and families through the effective use of supervision</li> <li>• To monitor and audit outcomes of assessments and plans</li> <li>• Undertake professional supervision of staff as well as contributing to the staff appraisal process</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of Children, young people and adults, raising concerns as appropriate</li> <li>• Involve children and young people when taking action that affects them</li> <li>• Understand systems that are there to protect children and your role in their effectiveness</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Encourage children and young people to share information</li> <li>• Ensure service information is available to services users, their families and the general public as appropriate</li> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so</li> <li>• Use systems and information as appropriate to quality assure the work of other professional and support staff</li> </ul>
Strategy Development	<ul style="list-style-type: none"> <li>• To work with partners to ensure high quality service delivery to vulnerable children and their families</li> <li>• To assist managers in the overall strategic development and implementation of Children's Services and lead on specific projects as required</li> <li>• Support the Team Manager to develop and implement policies and procedures at team level</li> <li>• Act as a recognised expert within their specialist field. Contribute to the development of practice and policy</li> <li>• Contribute to the annual team action plan process and to service planning including the identification and achievement of team objectives</li> </ul>
Service Specific Requirements	<ul style="list-style-type: none"> <li>• To be identified from the Directorate plans</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or</li> </ul>

	<p>managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <ul style="list-style-type: none"> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities</li> <li>Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li> </ul>
Date of Issue:	

**Structure:**



## PERSON SPECIFICATION

**JOB TITLE: Practice Supervisor**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge and experience of good practice standards in relation to children &amp; families at a local level</li> <li>• Knowledge of the legal framework for working with children &amp; families</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current national developments for children and families.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Substantial post qualifying experience within a relevant professional field</li> <li>• Substantial case management experience of cases with complex, professional and ethical issues including child protection, court proceedings, case conferences and other formal processes</li> <li>• Experience of multi-disciplinary working with children in need, looked after children and child protection</li> <li>• Experience of supervising NQSWs</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial experience as a senior practitioner in a relevant professional field</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Ability to manage, supervise and support a diverse range of staff with all aspects of children and families work, including children in need, looked after children and child protection</li> <li>• Developed practice skills for this client group, including the ability to engage &amp; communicate with young people &amp; families, and with a range of other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan and develop new ways of working, including integration with other key agencies.</li> <li>• Change management skills</li> </ul>

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</li> <li>• Ability to prepare written assessments, reports and service plans to a high professional standard</li> <li>• Ability to organise and prioritise workloads effectively, and to meet necessary timescales</li> <li>• Ability to assist the team manager to set targets, manage performance, and appraise staff</li> <li>• Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary, Support, challenge and motivate staff</li> <li>• Competent in word processing, creating &amp; manipulating spreadsheets, data inputting, accessing information from databases and electronic communication.</li> <li>• Excellent skills with electronic case recording systems, such as LCS</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)</li> <li>• Current registration with General Social Care Council</li> <li>• Supervision for Managers module</li> <li>• Evidence of further progress in PQ development</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced or Post-Qualifying professional training</li> </ul>
<b>Other Requirements</b>	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Satisfy conditions of service regarding:</p> <ul style="list-style-type: none"> <li>• Statutory question's</li> <li>• Acceptable attendance record</li> <li>• Enhanced Criminal Records Bureau clearance</li> <li>• Ability to travel for work purposes.</li> <li>• Availability to work as necessary outside office hours</li> </ul>	

## Behaviours



**One council:**

You work with your team to ensure they understand the One Council vision and its principles. You ensure that staff understand their individual contribution and that of the team to delivering the council's objectives and outcomes for customers. You empower staff to respond flexibly to the needs of customers, to secure the best outcomes using innovative means of delivery.

**Effective Performance (level 2)**

- You actively supervise/coach others to monitor quality of service provision in line with team/service plans to ensure a high standard is maintained. You demonstrate a high standard of work and through your role as supervisor/coach you aim to continuously improve the services provided by others. You support the process of recruitment and induction. You deal promptly and effectively with issues of performance and conduct in your team.

**Keeping it Professional (level 3 )**

- You effectively lead and manage others to ensure they operate within the legal, regulatory, ethical and social requirements. You interpret new guidelines and legislation, you ensure others are effectively informed of them and ensure the new guidelines are integrated into your team's/area's working practices.

**Working Together (level 3)**

- You manage a team approach to partnership working, internally and/or externally to ensure effective service delivery is taking place. You actively demonstrate commitment to working, engaging and communicating constructively with partners and other stakeholders. You enable partners to work collaboratively including developing joint working arrangements and reviewing their effectiveness.

**Community and Customer Focus (level 2)**

- You understand the needs of the customers served by others and show an active commitment to bringing together resources to provide services to meet those needs. You promote effective communication for and about customers. You support/supervise others to engage effectively with customers and communities.

**Know and develop yourself and others (level 3)**

- You manage and develop yourself and your workforce. You act as a role model for staff in your area of responsibility by visibly demonstrating your commitment to personal development for all staff and actively support a learning culture within the area you manage. You evaluate learning and development activities in terms of impact on individual, team and service performance. You are knowledgeable about the current best practice requirements for your area and ensure these are integrated within your work and the work of others you are responsible for.

**Managing Change (level 2)**

- You actively implement changes in your area of responsibility to meet local or strategic plans. You view change positively and you help others to understand that change is a part of their job.

**Inspiring Others** (level 2)

- You provide positive direction, motivation and support to others to achieve both team and personal work objectives. You value the contribution and ideas of others.

**Focus on the Future** (level 2 )

- You contribute to longer term changes. You effectively communicate the Council/Directorate/Service unit vision to others.

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.