

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Team Manager – Assessment & Safeguarding

Vacancy ID: 007448

Salary: £40,057.00 - £43,821.00 Annually

Closing Date: 30/04/2017

Benefits & Grade

Grade R

Contract Details

Fixed Term to cover maternity leave for up to 12 months

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check plus children's barred list

Job Description

Picture yourself in Darlington! There has never been a better time to join us!

We are passionate and relentless in our aspirations for children and young people, with the aim being for every child in the town to thrive, and this will be embedded in our new Children and Young People Plan.

Our improvement journey is fast-paced, ambitious and exciting, with our Ofsted monitoring visits endorsing:

- A Senior Leadership Team that is highly visible
- Increased social work capacity, enabling sustainable reductions in caseloads
- Social Workers who feel well supported, with regular supervision and training

Achieving the best outcomes for children is at the core of our practice, with Social Workers who are creative and forward-thinking. Caseloads are manageable, due to increased investment in our social work capacity. This allows time for good reflective practice, enabling our staff to focus on achieving the best possible outcomes.

Our Children in Care Council are active and engaged; they play a key role in our corporate parenting work and feel that their voice is heard. Our looked after children say that they feel safe and supported.

As a result of ongoing staff engagement we have invested significantly in improving working conditions and continue to do so. We have brought our safeguarding social work teams together, enabling better support between them, and continue to build on the successful implementation of our new case management system.

What's in it for you?

We continue to invest in our ongoing training and development. We have redesigned our induction and ongoing programme to achieve our ambitious plans.

Through our improved progression model, staff are developed and have clear routes to go on to management opportunities.

We are progressive and forward thinking and it is an ideal time to join our dynamic services which support our children to thrive and be an integral part of our exciting journey!

Your reward for working for the Council goes beyond the salary you receive. Lots of the benefits are in our employment terms and conditions, such as 31 days annual leave, access to the Local Government Pension Scheme, fair pay and enhanced maternity, paternity and adoption leave payments, to name but a few.

In addition, we are committed to provide a wide range of other benefits, such as:

- Additional leave purchase scheme
- Flexi-time scheme
- Childcare vouchers
- Cycle to work scheme in partnership with Halfords
- Season ticket car parking permits or subsidised Town Centre permits subject to criteria
- Access to Occupational Health, physiotherapy and counselling services
- Reduced membership to the Dolphin Centre's Fit for Life Package

We are looking for a progressive and forward-thinking Team Manager to join a small, committed and supportive management team.

You will be managing a team of Social Workers with an average case load of 18 covering Children in Need, Children in Need of Protection, temporarily Looked after Children (section 20), public care proceedings and permanency work.

You must have proven leadership skills, possess excellent decision making and supervision skills and have a thorough, up to date knowledge of the statutory framework for children's social care. You will be required to ensure multi-disciplinary and multi-agency working within available resources.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Denise Moore, Service Manager on 01325 405853.

An online application form and further information are available from www.darlington.gov.uk/socialcarecareers. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Team Manager
<u>GRADE :</u>	Grade R
<u>JOB EVALUATION NO.</u>	
<u>REPORTING RELATIONSHIP</u>	Service Manager
<u>JOB PURPOSE :</u>	<p>To be accountable for managing the direction, delivery and performance, including assessment and appropriate management of risk, across a specialist field and for setting direction into the mid-term within service strategic parameters.</p> <p>To ensure service delivery in a specialist field in accordance with legislative requirements, relevant policies and procedures and agreed performance targets.</p>
<u>POST NO.</u>	DC12351
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. The post holder is responsible for the effective management of staff within their team to include recruitment and selection, induction and probation, workload allocation, identification of training needs and plans, disciplinary and grievance matters (referring any serious breaches to the service manager) and assessing career progression.
2. To provide or ensure effective supervision of team members in accordance with the supervision policy and associated guidance, to include active auditing and monitoring of case files and computerised recording system. To model and facilitate reflective practice.
3. To establish productive working relationships with partner agencies, departments and independent sector groups and providers. To promote effective joint and inter-disciplinary working partnership arrangements with statutory and independent organisations. To proactively resolve any disputes as appropriate. Attendance at Locality Panels is a requirement of the post.
4. To assist the Service Manager and Head of Service in the overall strategic development and implementation of Children's Services performance management framework and lead on specific projects as required. To monitor the team's performance with reference to local and key performance indicators. To monitor compliance to policy, procedures and performance targets relevant to the service areas.
5. To ensure that the team has appropriate systems and procedures in place to prioritise and manage demands on the service by allocating staff and resources appropriately, in accordance with social care assessed need and Children's Services policies and ensuring the safeguarding of children and young people.
6. To promote professional development and quality evidence based practice through supervision and annual appraisal of team members .

7. To ensure all assessments undertaken by the Team are based on clear accurate information and analysis.
8. To ensure families are involved and informed at all stages of assessment and intervention (where compatible to the child's safety).
9. To ensure all interventions are supported by clear plans which ensure the protection and development of the child or young person.
10. To manage risk and support social workers in managing risk, leading and mentoring colleagues in reaching appropriate decisions.
11. To monitor and audit outcomes of assessments and plans.
12. To develop mechanisms which monitor service user feedback on the quality of services.
13. To work collaboratively with colleagues in developing services and social work practice.
14. To manage delegated budgets as required by senior management.
15. To ensure significant issues and barriers to service delivery are reported promptly to senior management.
16. To Chair multi-agency and strategy meetings ensuring clear measurable outcomes and monitoring arrangements are agreed and recorded.
17. To keep individual knowledge base up to date and undertake training as required.
18. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
19. Ensure that the PDR process operates effectively within your team and that mid and end year reviews are completed and submitted to the Council's timescales.
20. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
21. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
22. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
23. To fulfil your health and safety management role as detailed in Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: February 2017

DARLINGTON BOROUGH COUNCIL**TEAM MANAGER****CHILDREN'S SERVICES****POST NO – D12333**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	E	
2	Post qualifying training relevant to a specialism or university Certificate in Advanced Professional Development in specialist social work	E	
	Experience & Knowledge		
3	Experience of working with children, young people, families carers and communities	E	
4	Approx. 5 years relevant post qualifying experience in Children's Statutory Services	E	
5	Approx. 3 years' experience of effectively managing the most complex cases with little requirement for support and being responsible for decision making and meeting timescales	E	
6	Working knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015	E	
7	Knowledge, understanding and practical experience in the application of appropriate legislative frameworks, procedures and practises	E	
8	Approx. 2 years' experience working within safeguarding children in a statutory setting	E	
9	Experience of undertaking assessments, planning and reviews in both court and within statutory social care setting including the single assessment and analyse information gained to inform risk assessments	E	
10	Experience of chairing a range of meetings and panels	E	
11	Experience of quality assurance and effective closure of own and others casework	E	
12	Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance	E	
13	Approximately 2 years' experience of managing a team including performance development	E	
14	Experience of effective budget management	E	

	Skills & Personal Attributes		
15	To be IT literate, capable of using MS Word / Excel and Office packages and use case management systems with confidence	E	
16	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	E	
17	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
18	Ability to analyse and interpret information gathered during the assessment process	E	
19	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
20	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
21	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	
22	Demonstrate ability to work effectively in increasingly more complex situations	E	
23	Ability to access reliable transport to carry out the travel requirements of the post	E	
24	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	E	
25	Ability to drive improvements to practise across services	E	
	Special Requirements		
26	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	E	
27	Suitability to work with children	E	
28	Registered with the HCPC	E	
29	Interest in working with children to promote their development and educational needs.	E	
30	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
31	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.