

**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:** Various Locations

**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.

**Person Specification**

**Job Title: Assistant Team Manager**

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| **Essential Requirements** |
| **Communicating (verbal)** - Able to share information, obtaininformation and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtaininformation from others through written communication. | Application form |
| Possession of : A Social Work qualification (Dip SW or CQSW) or equivalent social work qualification. HCPC registration to practice. Enhanced DBS clearance. Evidence of containing professional development in social work demonstrating enhanced theoretical, legislative and research knowledge.The willingness and ability to obtain and/ or enhance qualifications and/ or training for development in this post. | ApplicationForm/Interview |
| Ability to develop knowledge, experience of or undertake: Thorough and up to date understanding of the legislative, procedural and research base underpinning social work with children and families. Extensive knowledge of issues prevalent in cases necessitating the protection of children. Knowledge of current developments affecting the provision ofchildren’s services including the political and social policy context. Ability to apply knowledge of legislation, research and policy to the practice of social work with children and families. Ability to identify indicators of risk and resilience and carry out effective risk assessment. Ability to understand and communicate the role of the LA children’s services and the level of need/risk that demands a statutory response. Excellent verbal and written communication skills providing the ability to effectively engage with a range of individuals including children, parents and carers, other professionals and colleagues. Excellent written skills with the ability to produce high quality professional reports which clearly articulate and evidenceissues for children and young people. Ability to present and disseminate information to support learning and development for social care staff and staff from partner agencies. Ability to effectively chair and manage meetings. Competent use of ICT. | Application form/ Interview |

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|  Proven ability to amalgamate and use information to generatehigh performance at case and team level. |  |
| Possession of : Extensive post qualifying experience of statutory social work within children and families in a statutory and/or third sector setting. Experience of working across agencies promoting understanding and good practice in relation to children’s safeguarding matters. Experience of providing technical and developmental supervision in a social care context. Supervising students and/or newly qualified social workers. | ApplicationForm/Interview |
| **Customer Service Excellence** – Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations. | Application form/Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet theneeds of the service. | Application form/Interview |
| **Strategic Perspective –** Takes a long-term view, sets goals, andevaluates the impact of ideas and policy decisions. | Interview/ManagerialScenariosAssessment |
| Management – Establish direction and influence others towards shared goals and empower, inspire and motivate individuals. Model the social work role, promote social work and decision making within and outside the organisation. Self-motivated, resilient and committed to excellent social work practice. Able to take ownership and responsibility arising from ownand others’ case work appropriate to the level of the post. Willingness to lead by example and promote excellence. | Interview/Application Form/Managerial Scenarios Assessment |
| Flexibility – an ability to work effectively despite changes incolleagues, settings and environment as well as changing working hours and working weekends | Application form/Interview |
| Commitment to Equal opportunities | Interview |

**Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents,record information or input data. | Applicationform/Interview |
| **Decision making –** A willingness to take action and to makedecisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Applicationform/Interview |
| **Democratic –** Seeks and considers the views of others in settingand deciding plans, activities and progress. | Applicationform/Interview |
| **Team working** – be able to work effectively within a busy team | Application |

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| environment, be helpful and co-operative with others | form/Interview |
| **Vigour** – Works at a fast pace, copes well with higherlevels of workload. | Applicationform/Interview |
| **Listening** - Listens to others to assess requirements in order torespond appropriately and efficiently. | Applicationform/Interview |
| **Innovation -** the ability to be creative in working through problems and making decisions. | Application form/Interview |
| An ability to manage budgets | Applicationform/Interview |