|  |  |  |
| --- | --- | --- |
|  | **POST TITLE:** | **Senior Practitioner** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | **Grade 12**  **Job Evaluation Ref. No. A6448** |
|  | **LOCATION:** | An approved team location |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure and Barring Service:** Subject to DBS enhanced check

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Children and Young People’s Services Team Manager. In the absence of the Team Manager, the post holder will be accountable to the Operations Manager.

1. **DESCRIPTION OF ROLE:**

To support the Team Manager in the management and co-ordination of the work of Children and Young People’s Services, ensuring that the Service’s quality standards are maintained and developed. Also in consultation with the Team Manager, to undertake responsibility for agreed operational tasks.

To take specific responsibility for managing the process of assessment of need to meet national standards and performance targets.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* To assist the Team Manager in implementing and monitoring of Children and Young People’s Services and LSCB policies and procedures, legislation and strategies to manage risk and decision making to ensure that children and young people are safeguarded
* They will assist other staff to complete such assessments within agreed timescales and to agreed quality standards.
* In the absence of the Team Manager, the post holder will deputise and undertake the full range of duties and responsibilities within the Children and Young People’s Services and LSCB procedures, in order to ensure effective service delivery.
* The post holder will contribute to the induction of new staff and will coach, support and mentor less experienced, as well as support staff in relation to conducting assessment of need in order to improve performance and practice to the standards indicated above.

* The post holder may have supervisory responsibilities for staff and in the Team Manager’s absence will manage the other members of the team.
* To assist the Team Manager in setting and implementing standards for individual and team performance and service quality so that users and the Service’s requirements are met.
* To assist the Team Manager in ensuring that the Service’s policies, procedures, strategies and objectives are effectively communicated to and understood by all team members.
* To ensure that accurate records are maintained which reflect decision making processes.
* To effectively represent Children and Young People’s Services within the County Council and with partner agencies from the statutory, voluntary and independent sector, in order to meet statutory requirements
* To ensure that children, young people, carers and parents views are at the centre of the service and promote their participation in all aspects of service delivery.
* To participate in service developments designed to maximise children and young people’s engagement, promote the quality of services and improve outcomes for children and young people.
* To maintain current HCPC registration and adhere to the HCPC codes of practice

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification Senior Practitioner

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| EDUCATION / **QUALIFICATIONS** | * Degree in social work or equivalent social work qualification, i.e. CQSW, CSS or Dip SW * HCPC Registration. * Achievement of the at least one post qualification module e.g. Consolidation Module or practice educator award. | * NVQ Level 4 in management or equivalent | Application form  Selection Process  Pre-employment checks |
| **EXPERIENCE** | * Have attained progression status following: Substantial post-qualifying experience, including services to children, young people and families. * Experience of interagency and partnership working | * Experience of supervising staff/students * Service/Project Development. | Application form  Selection Process  Pre-employment checks |
| **BEHAVIOURS** | * Enthusiasm for working with children, young people and their families/carers * Committed to promoting life chances and achieving positive outcomes * Practice in an anti-discriminatory and anti-oppressive manner * Commitment to children, young people, their families and carers participation. * Works well under pressure * Willing to share skills with other and self motivating |  | Application form  Selection Process  Pre-employment checks |
| **SKILLS AND ABILITIES** | * Ability to assimilate and analyse information and make informed decisions which manage risk * Ability to deal with emotional distress and challenging behaviour, including aggression * Ability to promote young people’s participation. * Skills in developing effective partnerships with staff from Safeguarding and Specialist Services, other agencies. * Excellent communication skills – verbal and written * Ability to work to own initiative, to organise workload, prioritise, achieve deadlines and work under pressure. * Ability to motivate others to achieve good outcomes. * Ability to work as part of a team. * Effective interpersonal skills and good negotiation skills. * Ability to network and advocate on behalf of young people. * Current driving licence required or access to means of mobility transport. | * Information technology skills. * Ability to monitor service provision against objectives and targets. | Application form  Selection Process  Pre-employment checks |
| **KNOWLEDGE AND UNDERSTANDING** | * Knowledge of legislation and standards relevant to the post,. * Knowledge of Government initiatives relevant to this area of work. * Knowledge and understanding of child and adolescent development * Knowledge of Children’s Rights legislation, including the UN Convention on the Rights of the Child. * Knowledge of services relevant to the post | * Understanding of performance management. * Knowledge of research relevant to the post | Application form  Selection Process  Pre-employment checks |