

**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:** Assessment Team

**Reports to:** Team Manager

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

Your normal place of work will be at the Sandhill Centre, Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

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

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

To work in accordance with established policies and procedures of Together for Children and Sunderland Safeguarding Board.

**Key Responsibilities:**

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

To 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

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**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by the Together for Children.

Comply with the principles and requirements of the Freedom in Information Act

2000.

Comply with the Together for Children’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

**Person Specification**

**Job Title:**

**Assistant Team Manager, Assessment Team**

**Service: Children’s Services Role Profile reference: PC5**

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| **Essential Requirements** | |
| **Qualifications:**   * Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons SW and completion of ASYE first year. * Current HCPC Registration. * Evidence of continuous professional development. * Current driving licence and access to a car, or means to mobility support. | Application  Form/Interview |
| **Experience of :**   Extensive post qualifying statutory social work within children and families in a statutory and/or third sector setting.   Working across agencies promoting understanding and good practice in relation to children’s safeguarding matters.   Providing technical and developmental supervision in a social care context.   * Supervising students and/or newly qualified social workers. | Application  Form/Interview |
| **Knowledge and understanding of:**   * Extensive knowledge of issues prevalent in cases necessitating the protection of children. * Thorough and up to date understanding of the legislative, procedural and research base underpinning social work with children and families. * Knowledge of current developments affecting the provision of   Children’s services including the political and social policy context. | Application  Form/Interview |
| **Ability to:**   * Share information, obtain information and have dialogue with others, either in writing, in person or over the telephone. * Effectively engage with a range of individuals including children, parents and carers, other professionals and colleagues. * Amalgamate and use information to generate   high performance at case and team level.   * Apply knowledge of legislation, research and policy to the practice of social work with children and families. * Identify indicators of risk and resilience and carry out effective risk assessment.    Present and disseminate information to support learning and development for social care staff and staff from partner agencies.   Effectively chair and manage meetings.   * Effectively use a PC to write reports/assessments, record information or input data. * 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.    Be self-motivated, resilient and committed to excellent social work practice.   Take ownership and responsibility arising from own  and others’ case work appropriate to the level of the post.   * Lead by example and promote excellence. | Application Form/Interview |
| Commitment to Equal opportunities | Interview |

**Author**: Yvonne Bartlett

**Date:** November 2017