



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Team Manager - Leaving Care Team

GRADE: Band 9

RESPONSIBLE TO: Service Manager - Integrated Children Looked After Service

RESPONSIBLE FOR: The management and leadership of the Leaving Care Team

The team delivers a range of support and interventions to care leavers. The post holder will be responsible for ensuring the effective management of young people leaving care up to the age of 25. The team manager will need to ensure that the team's assessment and planning activity has an active focus on securing best outcomes for young people leaving care.

The team will work closely with services and partners, to ensure an integrated approach to meeting the needs of children looked after and those leaving care.

The post holder will play an important role in prioritising and supporting the future development of services to ensure care leavers are in accommodation that is safe and appropriate. That care leavers have education, training and employment opportunities to fulfil their ambitions and are supported with their emotional and physical health combined with being able to maintain and sustain significant relationships.

Overall Objectives of the Post:

1. To deliver an efficient and effective quality leaving care service for young people that supports local and national priorities, and policy objectives.
2. To ensure the team / service is able to deliver effectively and timely support and intervention to young people leaving care in accordance with assessed need, relevant legislation, guidance and research.
3. To be responsible for the day to day operational management of the service.
4. To implement the service model, vision and specification in practice within the service and in across the relevant Children looked after services and agencies.
5. To implement effective working protocols that demonstrate a collaborative approach to strategic planning and service delivery both internally (corporate parenting) and with other agencies, local services and voluntary organisations.
6. To provide a welcoming, accessible and safe environment for young people.
7. To promote, develop and embed effective arrangements, intervention and methodologies that ensure young people receive the right help at the right time.
8. To support the Council in meeting its statutory duties, obligations and ambitions in respect of children and young people who are looked after children and /or leaving care.
9. To help represent and prioritise the needs of looked after children and care leavers within key strategic processes and partnerships such as Corporate Parenting and the Children & Families Board and ensure the team / service contributes to the review, planning and development of services and joint working arrangements.

10. To help ensure that the team / service is able to support service development and improvement through the gathering, evaluation and use of qualitative and quantitative information, data and intelligence.
11. To help ensure that all services are accessible, accountable, fair and “customer focused” and take into account needs arising from culture, gender, disability, sexual orientation and faith.

Key Tasks of the Post:

1. To lead, manage and provide direction to the team in delivering successful pathway plans for young people in or leaving care via evidence based, timely and outcome focussed support that is compliant with policies, procedures, guidance and statutory frameworks.
2. To operate an effective and efficient case management and allocation system in accordance with professional’s role, skills and abilities and that take account of priority, risk and need using the Councils ICT system.
3. To lead effective performance management and quality assurance arrangements for the team in order to ensure high quality practice on the frontline and enable senior managers to be assured of this.
4. To co-ordinate and convene multi-agency forums, meetings and panels to ensure the effective multi agency management of support and interventions with young people leaving care.
5. To make/contribute to effective decisions, support young people to make a successful transition to adulthood
6. To provide high quality support and supervision to team members that promotes their personal and professional development and monitors progress against individual development objectives and promotes the achievement of high quality practice via the use of evidence based interventions.
7. To promote the use of evidence based practice and the implementation of key research findings in practice.
8. To support the Service Manager in raising awareness and levels of understanding about the needs of young people leaving care, across the corporate parenting and wider agency network.
9. To work in partnership with the corporate parenting network, local services and voluntary organisations to develop ways of improving access to a range of services for young people leaving care (within specialist, targeted and universal provisions in the community).
10. To support and challenge staff in delivering social work practice of the highest standard as evidenced through the agreed Quality Assurance and Performance Frameworks and external validation such as multi-agency audits and inspection activity.
11. To take responsibility for ensuring individual practice is subject to continuous improvement and meets with local and national professional standards, including attending training and professional development events and activities relevant to the role and necessary for registration with the HCPC.
12. To provide cover for other team managers in their absence.
13. To effectively manage the team’s budget and any other areas of authorised expenditure within agreed limits and procedures and maintain records complying with internal audit procedures.
14. To act as appointing officer (where appropriate) and ensure that recruitment, selection, retention and associated HR policies and procedures are fully implemented.
15. To prepare for and take part in supervision and annual appraisal/PDP and attend undertake such training and development as required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to help, where appropriate and necessary, with the training and development of fellow colleagues. All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TJ/CL
Date: 14/03/2018