



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Practice Manager - Integrated Safeguarding Intervention Team

**GRADE:** SM1

**RESPONSIBLE TO:** Service Manager - Contact and Referral

**RESPONSIBLE FOR:** The Contact and Referral Team and providing effective “front door” arrangements for all contacts and referrals made to Children and Families Social Care, by members of the public, partners and other agencies. The post holder will be responsible for ensuring the team provide timely and effective responses in accordance with agreed thresholds emerging needs based on whole family assessments and the delivery of effective plans of interventions to children and their families.

The post-holder will have a lead responsibility in ensuring that thresholds for prevention and early intervention/early help are shared understood and implemented consistently, across the partnership and thereby promote access to appropriate support and interventions.

The post holder will work closely with other team managers and designated professionals to ensure that interventions are effectively planned, managed and reviewed across service areas.

The post holder will also play an important role in prioritising and support the future development of access, contact, referral, safeguarding and early help arrangements.

### Overall Objectives of the Post:

1. To effectively manage and lead a multi disciplinary team responsible for all contacts and referral activities in respect of “Children in Need”, including those in need of care and protection.
2. To work in partnership with other agencies and professionals to provide an effective response to all contacts and referrals in accordance with agreed Inter Agency thresholds and joint working/information sharing protocols.
3. To ensure that members of the public, other professionals and agencies are able to share information, and to respond in timely way in order to identify needs and ensure children and young people are safe.
4. To ensure that the Council meets its statutory duties and obligations in relation to children in need, including those in need of care and protection.
5. To contribute to and lead where appropriate multi agency forums, panels and meetings to promote the effective and efficient prioritisation and pathway management of all contacts, referrals and interventions to minimise delay and drift.
6. To contribute to the review, planning and development of services and joint working arrangements. This will include undertaking robust data collection and needs analysis to inform development of services across the continuum of need.
7. To 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.
8. To ensure the team works in partnership with children, young people and their families in all assessment/intervention planning and review processes so that children and their families are fully involved and understand the reasons for intervention.

9. To ensure that children and families receive timely and appropriate interventions and support within their own families and communities, wherever possible.
10. To contribute to the effective implementation of service development and working practices to achieve the Council's priorities.

**Key Tasks of the Post:**

1. To lead, manage and provide direction to the team in accordance with the team's role and remit.
2. To ensure the effective management of contacts referrals and assessments of need and risk and in line with policies, procedures and statutory responsibilities.
3. To oversee the case management of the team in the delivery of intervention and support and ensure interventions are based upon clear assessment of need and management of risk.
4. To promote positive outcomes for children and families in need by ensuring that help is provided at the earliest opportunity in line with identified need and that children and their families are fully involved at all times.
5. To ensure that the team's operating practice fully meets the requirements of policies, procedures, and statutory frameworks.
6. To provide high quality support and supervision to team members that promotes their personal and professional development and monitors their progress against individual development objectives.
7. To ensure that the team's working practice maintains a focus on supporting and strengthening family's ability to safely care for their children where ever possible, whilst ensuring that the child's welfare is paramount.
8. To operate an effective and efficient case management caseload and allocation system in accordance with professional's role, skills and abilities and that take account of priority, risk and need.
9. To ensure that practice within the team is 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.
10. To ensure that all assessments, plans and interventions delivered are of the highest quality and promote positive outcomes for children and families on the basis of an agreed plan.
11. To co-ordinate and convene multi-agency forums, meetings and panels to ensure the effective multi agency management of contacts, referrals pathways, and interventions.
12. To exercise decision making within the schemes of delegation and authorisation.
13. To provide cover for other team managers in their absence.
14. 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.
15. To act as appointing officer (where appropriate) and ensure that recruitment, selection, retention and associated HR policies and procedures are fully implemented.
16. To represent the Council (as appropriate) and work with partner agencies and commissioned providers of services alongside representatives of the Council.
17. To build and develop relationships at a strategic level with our partners to improve services and interventions offered to our most vulnerable families on a multi agency level.
18. Contribute to the implementation of various models of practice on a sophisticated level to ensure children and young people are receiving targeted intervention that is measureable and has a clear impact on children and young people.
19. To contribute to the development of Assistant Team Managers and Senior Practitioners, guiding them into management roles, offering learning opportunities for them and sharing knowledge and expertise.
20. To deputise for the Service Manager in selected capacities as agreed.
21. To support and contribute to the commissioning and procurement of services to support core business and development.

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: LC/CL

Date: 20.11.20