

**Job Description**

**Job Title:** Assistant Team Manager

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** People Care

**Job Profile:** PC 5

**Directorate:** Children’s Social Care

**Job Ref No:** N/A

**Work Environment:** Next Steps Offices

**Reports to:** Team Manager

**Number of Reports:** Personal Advisors**,** 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 Next Steps Office, but you may be required to work at any Together for Children recognised workplace.

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

**Purpose:**

To assist in the delivery of an efficient and effective quality Next Steps (Leaving Care) Service for young people that supports local and national provisions and policy objectives.

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

**Key Responsibilities:**

To assist in managing a team to deliver effective and timely support and intervention to young people leaving care in accordance with assessed need, relevant legislation, guidance and research.

To assist in ensuring the effective delivery and monitoring of quality assurance and performance across the team and to contribute towards the development of service planning.

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 act as a role model in terms of best practice.

To provide advice and guidance in the management complex cases and monitor the case progress.

To provide a welcoming, accessible and safe environment for young people.

To liaise with external agencies/bodies in relation to the service delivery within the child protection service area and Next Steps and to share information.

To raise and address (where appropriate) issues of poor practice and performance.

To ensure effective and timely communication within and across the Next Steps service area so that key messages are conveyed to employees, partners, suppliers and other stakeholders in a consistent way.

To promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly young people and, where appropriate, their families) in order to ensure services are relevant, responsive and focused on meeting identified needs.

To engage in and promote effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice.

To keep abreast of changing contexts at local and national level and take account of these in social work practice.

To take an active role in inter-professional and inter-agency working building own professional network and collaborative working across other organisations.

To champion diversity and equality in all aspects of service delivery, demonstrate confident application of ethical reasoning to professional practices.

To work within the Together for Children’s professional policy and procedures and code of conduct.

To hold the necessary Practice Educator Award and act as a practice educator for students and newly qualified social workers or be willing to show a commitment to be achieving this qualification once in post.

To co-work cases with less experienced social work practitioners and offer opportunities for direct teaching, role modeling and mentoring with a focus on developing the skill base of staff within the team.

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.

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 individuals 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, PLO 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 TfC.

Ensure own continuous professional development in terms of emerging research, case law and other relevant policy or procedural change.

**Statutory requirements:**

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

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

Comply with the principles and requirements of the Freedom in Information Act 2000;

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

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

Use information only for authorised purposes.

**Author**: Sharon Willis

**Date**: December 2019



**Person Specification**

**Job Title: Assistant Team Manager, Next Steps**

**Role Profile reference: PC5**

|  |  |
| --- | --- |
| **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 Social Work England 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**: Sharon Willis

**Date:** December 2019