Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Children's Social Care – Disabled Children's Team**
JOB TITLE: **Team Manager – Disabled Children's Team**	**GRADE: O**
REPORTING TO: Service Lead - C&F, Edge of Care and Disabled Children	

1. JOB SUMMARY

To manage the delivery of high-quality children's social work services, within legislative and corporate frameworks, meeting operational targets and outcomes and making defensible operational decisions which reflect service policies and standards.

Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.

You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	• To line manage a team of Social Workers, key working support officers and Family Workers, in order to ensure the effective and safe delivery of children's social care services. • To deliver effective management guidance and oversight to ensure that each team member produces high quality assessment and case work services within the legislative and policy framework. • To effectively chair a range of meetings and make decisions as appropriate to the needs of the children involved. • To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of performance, service provision and support decision making processes. • Monitor team performance against statutory requirements, service objectives, performance standards and outcomes. • To provide high quality supervision which promotes learning, reflection and offers direction that ensures comprehensive assessments and appropriate packages of care and support are completed. • Use the law, regulatory and statutory guidance to inform practice decisions. Make use of the best evidence from research to inform the complex judgements and decisions needed to support families and protect children from intra-familial and extra-familial harm. • To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording. • Maintain registration with Social Work England and adhere to the Social Work England standards of contact, performance and ethics, and standards for continuing professional development.
2.	Directly manage the team, ensuring that service objectives are achieved.
3.	Directly manage people in the team, support their learning and development and undertake your own personal development.
4.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and their families.
5.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
6.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
7.	You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: February 2025

Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Children's Social Care**
JOB TITLE: Team Manager – Disabled Children's Team	**GRADE: O**

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Degree or equivalent relevant professional or management qualification or the equivalent level of knowledge gained from demonstrable relevant work-related experience. • A recognised Social Work Qualification e.g. Degree in Social Work, DipSW or CQSW • Registered with Social Work England	• Degree or equivalent • Continuous professional development in leadership and management	Application
Experience	• Managing teams and people • Managing performance • Managing finance • Decision making • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services	• Corporate and strategic thinking • Political awareness • Working in local government or public sector	Application / Interview

	• Substantial post qualifying experience of working in a safeguarding or statutory Social Work context. • Experience in developing care plans and implementing care packages • Proven assessment skills • Proven supervisory skills • Working effectively with professionals from a diverse range of organisations • Application of legislation and national standards relevant to the role • Using initiate to organise own workload • Using policies and procedures in Social Work practice • Ability to maintain professional standards		
Knowledge & Skills	• Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Leadership skills • Knowledge of a range of social work theories relevant to the role • Knowledge of the main social care services and resources provided by the statutory, voluntary and independent sector. • Recognise harm and risk indicators of different forms of harm to children • Use the law, regulatory and statutory guidance to inform practice decisions • Ability to work in a complex and rapidly changing environment. • Understanding of multi-agency systems, agreements and protocols.	• Media handling • Programme / project management • Information governance and security	Application / Interview
Behaviours	• Demonstrate the behaviours that underpin the Council's Culture Statement • Leading by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged		Application / Interview

	• Ability to work under pressure • Communicate clearly and sensitively, building effective relationships with children, young people and families and other professionals. Listen to their views and enable their full participation in assessment, planning, and review. • Be accountable for and review own practice using supervision and reflective practice. Seek advice from a range of sources. Discuss, debate, reflect upon and test hypotheses. • Share learning with colleagues by mentoring, coaching and reflective discussion.		
Other requirements	• The role requires frequent travel between venues across the borough, therefore a full driving licence and access to transport is essential. • The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service • Ability to remain calm and focused under pressure • Negotiating, influencing and facilitation skills • Positive enhanced DBS clearance • Ability to work alone and as part of a team, using own initiative where appropriate • Commitment to Continuous Professional Development and maintain Social Work England Registration		Application / Interview
Person Specification dated: February 2025			

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Children's Services**	**SERVCE AREA:** **Children's Social Care – Disabled Children's Team**
JOB TITLE: Team Manager	
GRADE: O	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Service Lead - C&F, Edge of Care and Disabled Children	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	**Yes**	**No**
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	**Yes**	**No**
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		x
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	x	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Julie Allison Date: 07.02.25

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk