



Job Description

Job Title:	Assistant Team Manager
Salary Grade:	Grade 9
Directorate:	Children's Social Care
Work Environment:	Cared for Service/Permanence
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 in the Permanence Team, 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 undertake assessments and interventions with the most complex children and families.

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

Key Responsibilities:

To manage a complex case load.

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 sign off reports and plans as agreed by the Team Manager

To have casework responsibility for the most complex cases, working within a multi-agency framework.

Undertake timely, procedurally compliant assessments, and S47 enquiries which clearly identify level of risk, or need, in relation to children and which lead to clear plans and interventions that address the identified need/s.

Role model competent social work practice, with increased autonomy linked to level of skill, experience and knowledge of the post holder (Professional Capabilities Framework – Advanced Level).

Take ownership of casework issues including the focus of assessments, nature and type of work to be undertaken, reporting case work progress to the Team Manager as appropriate.

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.

To be a nominated 'Practice Lead' 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.

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 may 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 off 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. To also deputise and attend Legal Gateway Panel and Children's Partnership Commissioning panel.

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 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 of Information Act 2000;

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

Use information only for authorised purposes.

Undertaking 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

The post holder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

To undertake the specific management duties as set out in the Together for Children's General Statement of Health and Safety Policy and to ensure that all employees have the Policy communicated to them and to ensure that all employees comply with Health and Safety requirements

In addition, this post operates within the context and requirements of the Children Act 1989 and the Children and Young Person's Act 2008

Author: Stanton Gibson

Date: July 2026

Person Specification - Assistant Team Manager, Cared For Team

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 SWE Registration. - Evidence of continuous professional development. - Current driving licence and access to a car, or means to mobility support.	Application Form
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
Knowledge and understanding of: - Extensive knowledge of issues prevalent in cases necessitating the protection of children and Early Permanence planning. - 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

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

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