

**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 Services

**Work Environment:** Connected Carer Team

**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 at Sandhill, 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 support to children and families.

To undertake Connected Carer assessments and interventions with children who have experienced trauma, separations and loss and have complex backgrounds.

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

**Key Responsibilities:**

To have case responsibility to manage a complex case load.

Undertake timely, procedurally compliant Connected Carer assessments, working within Court processes, which clearly identify level of risk, or need, in relation to children and which lead to clear recommendations. To present assessments to the Fostering Panel.

To develop and promote best practice, supporting the Team Manager with operational management tasks and overseeing and supporting the work of less experienced colleagues.

Sign off assessments and reports as agreed by the Team Manager within the Scheme of Delegation.

Provide oversight and delegated decision making functions, supporting the Team Manager in aspects of management.

To act as a role model in terms of best practice.

Contributing to the development and delivery of the Team Plan.

Providing a quality assurance and decision making role related to casework across the team.

Overseeing and determining the allocation of work.

Lead role regarding the development of training and support opportunities for Connected Carers.

Manage and supervise staff.

To complete staff appraisals.

Promote employee development through adherence to policies and procedures.

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

**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.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for

Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation



**Person Specification**

**Job Title: Assistant Team Manager: Connected Carers Team**

**Role Profile reference: PC5**

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| **Essential Requirements** | |
| **Qualifications:**   * Educated to degree level with appropriate professional qualification:   Social Work (CSS/CQSW or DipSw, MA SW, BA Hons SW)   * Current HCPC 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 work; * Applying critical reflection and analysis to increasingly complex cases; * Managing an allocated caseload; planning and organising workload to meet statutory timescales and local policy, respond appropriately and independently (as appropriate) to unanticipated problems; * Influence, develop and change the motivation and behaviour of people to achieve objectives. | Application form Interview |
| **Knowledge and understanding of:**   * Strong analytical and planning skills for assessing, and reviewing children and young people’s needs and planning packages across a range of cases; able to explain professional reasoning judgements, and decision making; * Applying a range of interventions with children, young people and their families; * Demonstrable knowledge and understanding of the Children Act 1989 and 2004; including awareness of current national policy drivers effecting children’s social care, and new evidence based research; * Understanding of the role of Connected Carers, be it on a temporary, permanent fostering or Special Guardianship Order arrangement. | 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; * Be committed to the support and training opportunities for Connected Carers;    Present and disseminate information to support the learning and development of Connected Carer Team members and staff from partner agencies;   * Effectively chair and manage meetings;      * Effectively use a PC to write reports/assessments, record information or input data;    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; * The ability to work outside of normal working hours to meet the needs of the service; * Establish direction, influence others towards shared goals and empower, inspire and motivate individuals. | Application form/Interview |
| Commitment to Equal opportunities | Interview |

**Author**: Viv Sear

**Date**: 9th July 2019