



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Practice Manager - Integrated Children Looked After Team

**GRADE:** SM1

**RESPONSIBLE TO:** Service Manager - Integrated Children Looked After

**RESPONSIBLE FOR:** The management and leadership of an integrated Looked After Team

The team delivers a range of support and interventions to children looked after in respect of permanence and reunification plans. The post holder will be responsible for ensuring the effective management of children looked after placed within and outside of the Borough. S/he will need to ensure that the team's assessment and planning activity has an active focus on the plans for permanence and into adulthood. Also, reunification of children and young people to their own families and communities, when it is safe and appropriate to do so.

The post holder will also be responsible for ensuring that the support and interventions provided by the team promote positive outcomes for children looked after children based on assessments of need and risk. The team will work closely with placement services and partners, to ensure an integrated approach to meeting the needs of children looked after and those leaving care.

The post holder will play an important role in prioritising and supporting the future development of services to safely support more children in their own families and communities through more effective early intervention and reunification.

### Overall Objectives of the Post:

1. To secure and implement successful permanency plans for children in or leaving the care system.
2. To ensure the team / service is able to deliver effectively and timely support and intervention to Children who are looked after or leaving care receive in accordance with assessed need, relevant legislation, guidance and research.
3. To promote and embed multi-agency and multi-disciplinary approaches so that children, young people and families receive co-ordinated support that promote a positive journey through support and intervention.
4. To promote and embed relationship and partnership based approaches with children, young people, and their families / carers in all aspects of support and intervention so that children, families / carers are fully involved and understand the reasons for the plan and intervention.
5. To promote, develop and embed effective arrangements, intervention and methodologies that ensure children, young people, their families and carers receive the right help at the right time.
6. To support the Council in meeting its statutory duties, obligations and ambitions in respect of children and young people who are looked after children and /or leaving care.
7. To help represent and prioritise the needs of looked after children and care leavers within key strategic processes and partnerships such as MALAP and the Children & Families Board and ensure the team / service contributes to the review, planning and development of services and joint working arrangements.
8. To help ensure that the team / service is able to support service development and improvement through the gathering, evaluation and use of qualitative and quantitative information, data and intelligence.

9. To help 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.

**Key Tasks of the Post:**

1. To lead, manage and provide direction to the team in delivering successful permanency plans for children and young people in or leaving care via evidence based, timely and outcome focussed support that is compliant with policies, procedures, guidance and statutory frameworks.
2. To operate an effective and efficient case management and allocation system in accordance with professional’s role, skills and abilities and that take account of priority, risk and need using the Councils IT system.
3. To ensure that the team and service works in partnership with children, young people, families and other agencies, using team around the child/ think family approaches so that children and young people experience a positive journey through support and intervention.
4. To lead effective performance management and quality assurance arrangements for the team in order to ensure high quality practice on the frontline and enable senior managers to be assured of this.
5. To co-ordinate and convene multi-agency forums, meetings and panels to ensure the effective multi agency management of support and interventions with looked after children and young people leaving care.
6. To make/contribute to effective decisions, including permanency decisions, within the agreed schemes of delegation, regarding planning for children in need, maximising opportunities for reunification and supporting young people to achieve independent living within the local community.
7. To provide high quality support and supervision to team members that promotes their personal and professional development and monitors progress against individual development objectives and promotes the achievement of high quality practice via the use of evidence based interventions.
8. To support and challenge staff in delivering social work practice 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.
9. To take responsibility for ensuring individual practice is subject to continuous improvement and meets with local and national professional standards, including attending training and professional development events and activities relevant to the role and necessary for registration with the HCPC.
10. To provide cover for other team managers in their absence.
11. 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.
12. To act as appointing officer (where appropriate) and ensure that recruitment, selection, retention and associated HR policies and procedures are fully implemented.
13. To prepare for and take part in supervision and annual appraisal/PDP and attend undertake such training and development as required.
14. 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.
15. 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.
16. 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.
17. To ensure decision making and recording is robust and sound within a child’s file, to ensure children and young people receive the right service for the right reasons.
18. Actively promote and monitor practice changes, and measure effectiveness for our children and young people.
19. To attend meetings and forums alongside our partners to develop multi agency approach to service delivery, to challenge and support professionals within their arena to deliver an effective service.
20. To deputise for the Service Manager in an agreed capacity.
21. 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: AJ/CL

Date: 11.07.19