

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Darlington Academy Coordinator
<u>PAY BAND :</u>	Band 12
<u>JOB EVALUATION NO.</u>	E3541
<u>REPORTING RELATIONSHIP</u>	Workforce Development Commissioner
<u>JOB PURPOSE :</u>	To develop the Darlington Academy Model across Children and Adults Services. Contribute to the continued development and coordination of Step Up to Social Work, Practice Education, Student Development and Social Work Apprenticeships with staff across Children and Adults Services. To support and develop expertise through the Darlington Academy.
<u>POST NO.</u>	POS008218
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To work alongside the Workforce Development Commissioner to develop Darlington's Academy Model across the Directorate, including the coordination of cross sector partnership work that focuses on the development of staff and trainees across services.
2. To bring together and coordinate Practice Educator arrangements and student placements to ensure compliance with regional requirements.
3. Coordinate Social Work programmes such as Step Up to Social Work
4. Develop pathways through roles across the Directorate, linking all teams and services to opportunities in academic and personal progression and support.
5. Coordinate Practice Educator team and student placements.
6. Coordinate the development of Social Work Apprenticeships, enhancing a "grow your own and attract the best" ethos across the Directorate.
7. Responsible for the appropriate Social Work Degree Level Apprenticeship and Step Up to Social Work staff and student programme supervision, mentoring, support and assessment, maintaining all required records.
8. To assist the Workforce Development Commissioner to ensure quality in practice.

9. To create and development a Shadow Academy to provide a training resource for Foster Carers, Children, Young People, Adults and Families, engaging them (particularly Looked After Children and Care Leavers) in learning and development opportunities.
10. To manage a designated budget, generating income from University Placements and Step Up to Social Work Grants, ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
11. To support delivery within Adult and Children's Services training and professional development programme in conjunction with the Workforce Development Commissioner.
12. To keep up to date with changes in legislation, developments in practice, research and knowledge (including social media) and ensure staff are well informed.
13. To design and deliver specific programmes and materials to meet identified and agreed learning needs in relation to practice development
14. To assist the Workforce Development Commissioner and Principal Social Worker in developing and promoting practice models that are reflective and strengths based.
15. Contribute to relevant local, regional and national groups and partnerships.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
22. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
23. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: August 2019

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
DARLINGTON ACADEMY COORDINATOR
POST NO. POS008218

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Professional Social Work qualification (e.g. Degree, DipSW, CQSW or CSS as relevant)	E	
2	Practice Teaching/Educator Qualification or Training/Teaching Qualification/Certificate Level 1 and a willingness to achieve Level 2 within 12 months	E	
3	HCPC Registration	E	
4	Assessor Qualification (e.g. A1/TAQA)		D
Experience & Knowledge			
5	Approx. 3 years relevant experience of working in a Children's and/or Adults environment	E	
6	Detailed recent knowledge of the relevant legislation, research and best practice	E	
7	Approx. 3 years' experience of managing and supporting students and/or apprentices	E	
8	Knowledge and approx. 3 years' experience of multi-agency/disciplinary working	E	
9	Approx. 2 years' experience of giving recommendations and advice to others	E	
10	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
Skills			
11	Ability to champion and communicate Strength Based values	E	
12	Ability to communicate both orally and in writing to a wide range of audiences including ability to write and deliver clear and concise reports & presentations	E	
13	Ability to use MS Office packages and aptitude for Social Media and other IT systems	E	
14	Ability to work effectively with staff and partners at all levels and work collaboratively across teams and sectors	E	
15	Ability to organise own work with minimum supervision work to a high degree of accuracy with attention to detail.	E	
16	Ability to effectively monitor allocated budgets and maximise income in accordance with Council protocols	E	
17	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
18	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
19	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
20	Ability to use initiative and make decisions outside immediate policy	E	

	and procedure, and without reference to manager		
	Personal Attributes		
21	Flexibility, willingness and motivation to expand knowledge and experience	E	
22	Ability to maintain confidentiality	E	
	Special Requirements		
23	Some posts may involve working in establishments that deal with vulnerable clients and as such applicants must be capable of working in this type of environment	E	
24	The ability to communicate at ease with individuals and provide advice in accurate spoken English	E	
25	Capable of independent travel to carry out the requirements of the post	E	
26	Standard DBS check required	E	