

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	AYSE and KSS Practice Lead
<u>PAY BAND :</u>	Band 12
<u>JOB EVALUATION NO.</u>	E3540
<u>REPORTING RELATIONSHIP</u>	Principal Social Worker
<u>JOB PURPOSE :</u>	To coordinate and deliver the AYSE Programme alongside the Principal Social Worker and Workforce Development Commissioner. To develop and deliver Key Knowledge and Skills Statements in Practice to Social Workers across Children and Adults Services.
<u>POST NO.</u>	POS007509
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Coordinate and deliver the Assessed and Supported Year in Employment (ASYE) programme including ASYE registration, delivering portfolio support sessions, managing the internal moderation process, attending and contributing to the external moderation process and managing completions and progression.
2. Responsible for the appropriate ASYE programme supervision, mentoring, support and assessment of newly qualified social workers (NQSWs) undertaking the ASYE, maintaining appropriate records.
3. To oversee the development of ASYE portfolios, ensuring that all NQSW's identify, plan and complete portfolios, gaining sufficient feedback from all parties.
4. Work with the Principal Social Worker to develop and deliver a programme of ASYE observations of practice that are rooted in Knowledge and Skills Statements (KSS)
5. Coordinate KSS work across Children and Adults Services, developing and embedding the practical implementation of KSS across Children and Adults Services
6. Contribute to local and regional business meeting and panels regarding social work programmes.
7. To assist the Principal Social Worker to ensure quality in practice, addressing performance issues with Team Managers where required.

8. To support and advise staff in meeting the relevant standards from the approving governing body for Social Work that will ensure fitness to practice.
9. To support delivery within Adult and Children's Services training and professional development programme in conjunction with the Workforce Development Commissioner.
10. To keep up to date with changes in legislation, developments in practice, research and knowledge (including social media) and ensure staff are well informed.
11. To design and deliver specific programmes and materials to meet identified and agreed learning needs in relation to practice development.
12. To assist the Workforce Development Commissioner and Principal Social Worker in developing and promoting practice models that are reflective and strengths based.
13. To manage a designated budget (as required) 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.
14. Contribute to relevant local, regional and national groups and partnerships.
15. 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.
16. 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.
17. Carry out your role in line with the Council's Equality agenda.
18. 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.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. 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.
21. 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.
22. 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.
23. 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

AYSE AND KSS PRACTICE LEAD

POST NO. POS007509

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 Level 1 with a willingness to achieve Level 2 within 12 months	E	
3	HCPC Registration	E	
Experience & Knowledge			
4	Approx. 5 years relevant post qualification experience of Children's and/or Adults Social Work	E	
5	Approx. 2 years' experience of giving recommendations and advice to others	E	
6	Approx. 3 years' experience of managing complex cases with little requirement for support	E	
7	Detailed working knowledge of the relevant legislation, research and best practice	E	
8	Experienced in Supervision, including Group Supervision	E	
9	Experience and Knowledge regarding the Assisted and Supported Year in Employment (ASYE) and Knowledge and Skills Statements (KSS)	E	
10	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
Skills			
11	Ability to champion and communicate strong Social Work 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	E	
15	Ability to work collaboratively across teams and sectors	E	
16	Ability to work to a high degree of accuracy with attention to detail	E	
17	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
18	Ability to analyse and interpret data with skill and understanding	E	
19	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
20	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	
21	Ability to drive improvements to practice	E	

22	Ability to effectively monitor allocated budgets and maximise income working towards Council financial protocols	E	
Personal Attributes			
23	Flexibility, willingness and motivation to expand knowledge and experience	E	
24	Ability to maintain confidentiality	E	
Special Requirements			
25	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	
26	The ability to communicate at ease with individuals and provide advice in accurate spoken English	E	
27	Ability to access reliable transport to carry out the travel requirements of the post	E	
28	Standard DBS check required	E	