South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Assistant Team Manager – Children Looked After

GRADE: Band 8

RESPONSIBLE TO: Practice Manager – Children Looked After and Care Leavers

RESPONSIBLE FOR:

The post holder will work alongside and deputise for the Practice Managers in ensuring operational effectiveness of the teams, overseeing workloads and supporting social workers and personal advisors in their case work and development in line with the Councils expected standards of practice.

The Assistant Team Manager will at times be responsible for the formal supervision of social workers and personal advisors to support their development.

The Assistant Team Manager role enables experienced practitioners, who are keen to progress to a practice management position, the opportunity to develop the necessary management competence. The service will ensure opportunities are available to support this in terms of development and induction.

An experienced social Worker, the Assistant Team Manager possesses a strong understanding and knowledge of the current legislation, case working and recommendations that are part of a social worker's and personal advisor's role, enabling the Assistant Team Manager to play a supervisory role within the team, passing on knowledge and advising on matters. This will include confidence and competence in decision making, chairing meetings, and a knowledge and breadth of experience with children looked after and care leavers.

Overall Objectives of the Post:

1. To support and promote the co-ordination and delivery of social work led interventions to children, young people and their families using Team around the Child/Family and Strength Based approaches and in line with relevant legislation, guidance and procedures.
2. To support the development of students on placement in the service.
3. To role model a high quality practice by guiding those to identify and manage risk, be curious and analytical, build strong and effective relationships and produce a high standard of service to children, young people and their families.
4. To help ensure that the team/service is able to provide effective and timely interventions to children looked after and care leavers that are of the highest quality, evidence based, outcome focussed.
5. To help ensure the team/service works in partnership with children, young people and their families and colleagues across South Tyneside.
6. To work with partner agencies to develop effective relationships to support this across the borough.
7. To support the service Quality Assurance programme by completing audits and providing feedback and challenge to individuals to support service and individual improvement.
8. To deputise for the team manager(s) in their absence, ensuring that the team is co-ordinated and provides an effective service. This will be in line with agreed delegated tasks.
9. To guide and support team members in ensuring that interventions are effective, efficient and focused on the child's journey through intervention and support. This includes promoting the safety and welfare

of children and young people within their families and communities through the delivery of intensive support and interventions and ensure that plans are rooted in clear analysis of risk and resilience.

10. To support the development of knowledge and skills within the team/service, including the development of newly qualified social workers, in line with best practice and agreed quality standards.
11. To ensure that there is a customer and user focus, and that all activities and interventions fully take into account the needs of children, young people and their families in regard to their participation, rights and considerations of culture, ethnic identity, faith, sexual orientation, gender and disability.
12. To contribute to the effective implementation of service development and working practices to achieve the Council's priorities. This includes supporting the Team Manager in any capability processes.
13. To provide a link between senior management and front line staff to ensure key messages are communicated effectively across the whole service, information is shared and service delivery is effective.

Key Tasks of the Post:

1. To deputise for the Practice Manager(s) in their absence in within agreed delegation, including day-to-day decision making, task allocation and budgetary authorisation.
2. To support the development of students on placement in the service.
3. To provide regular, reflective and development supervision when required, including allocation of work and identification of opportunities to improve the service offer.
4. To provide feedback and challenge in a professional way, holding high standards whilst offering support as part of ensuring high quality practice standards are maintained.
5. To work in partnership with children, families and colleagues across South Tyneside to ensure that interventions are delivered holistically and build upon Team around the Child/Family and Strength Based approaches in accordance with current policy, procedures and priorities. This will include establishing and developing effective working relationship with partners.
6. To coordinate, convene, lead and/or participate in multi – agency meetings to ensure that case work activity and interventions are co-ordinated and reviewed in accordance with agreed policies, procedures and legislation.
7. A preparedness to work, at times, outside the normal working day.
8. To undertake agreed quality assurance tasks such as the completion of themed audits and the authorisation of written work, and support the practice manager driving forward the standard of case work practice as evidenced through internal and external validation processes, including inspection activity.
9. To provide advice guidance and support to team members, including newly qualified social workers to ensure that practice is evidence based, reflects best practice models and is in accordance with current policy, procedures and priorities.
10. 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.
11. To support the Practice Manager, Service Manager and Principal Social Worker in the development and implementation of practice improvement, evidence best practice and learning strategies.
12. To undertake, at the direction of the Practice Manager, responsibility for the oversight and delivery of key management systems in order to ensure that standards and priorities are achieved.
13. To attend and represent the Council within agreed formal processes as required.
14. To take part in and prepare for supervision and annual appraisal with the practice manager.

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 produce 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: TJ/CL

Date: 27/04/2020