

JOB DESCRIPTION

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|---------------------|---------------------------------------|--------------------|--|
| Job Title: | Designated Social Care Officer | | |
| Directorate: | People | Salary: | £56,084 - £58,139 Plus: London Weighting £706 Essential Car User £963 Total package £57,753 - £59,808 |
| Section: | Children's Social Care | Grade: | BG-D SP 46-48 |
| Location: | Time Square | Work Style: | Flexible |

Key Objectives of the role

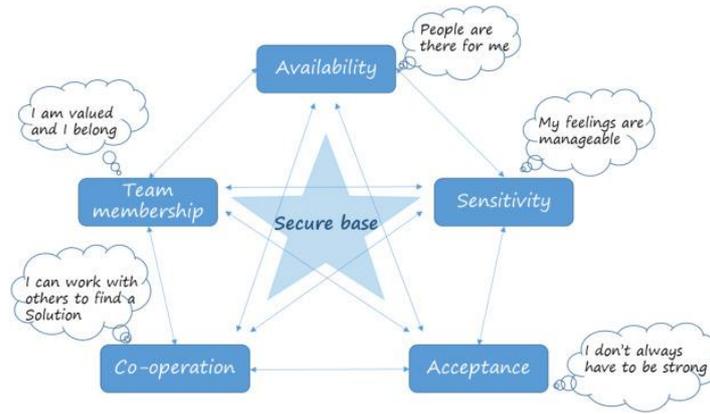
This role will strategically lead in framing and developing social care elements of the SEND strategy across the local authority, and strengthen collaborative working between Education, Health and Social Care, ensuring compliance with legislative requirements of the SEND Code of Practice (2015), and that statutory responsibilities under the Children and Family Act (2014) and Care Act (2014) are met.

The role will directly inform and influence the direction of wider SEND services through intelligence and insight. The DSCO will have in-depth knowledge and understanding of both social care processes and the SEND reforms agenda and will look to strengthen practice and generate solutions.

The DSCO will report to the Head of Children's Specialist Support, but work across all of Children's Social Care to ensure that the outcomes for children and young people with SEND, are maximised by working to improve quality of life, school attendance, social care provision, personal autonomy and involvement in further education and employment, independent living and community inclusion. The DSCO will also work closely with and support colleagues in Adult Social Care, supporting them to meet their statutory duties for young people with SEND aged 18-25.

Key to success will be the ability of the post holder to negotiate with and influence others and to build and nurture effective partnerships, working collaboratively with a wide range of stakeholders across the LA and maximising opportunities for co-production with partners within and outside of the Local Authority including health partners. The post holder will represent Bracknell Forest Council's Children's Services at key regional and national events and will be a source of expert professional advice on SEND reforms relating to social care within the borough and will seek to learn nationally from the evidence base of best practice.

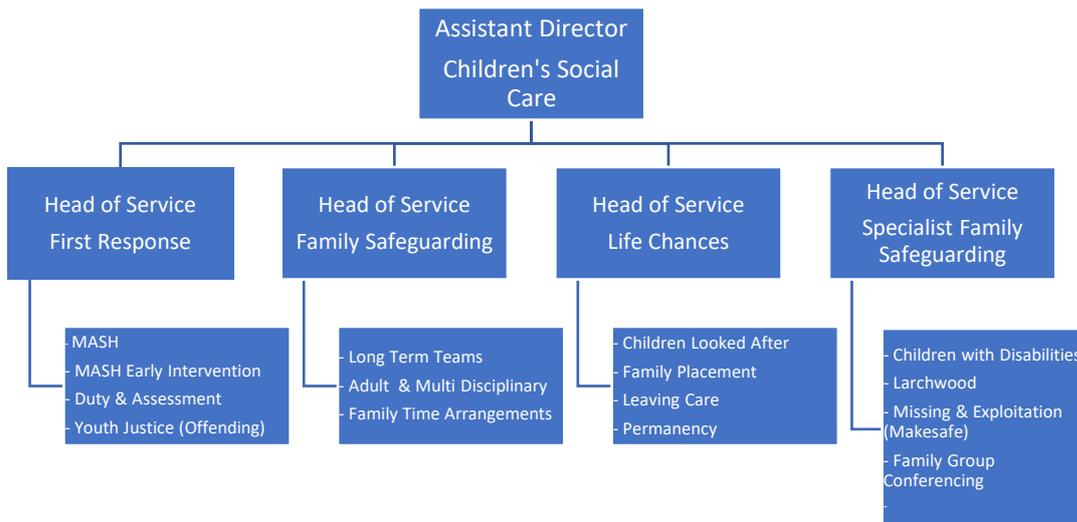
The post holder will lead within a secure base model, supporting and encouraging a culture where good social work practice can flourish, providing a secure physical and psychological base from which to work safely and effectively thus reducing the risk of harm to children and and improving their long-term outcomes.



Designation of post and position within departmental structure

The post is directly accountable to the Head of Service, Specialist Family Safeguarding: Children’s Social Care. It is a post located within the People Directorate.

The DSCO post is responsible for the management of a Short Breaks Co-Ordinator, Social Workers, Family Workers and Administration Officers within the structure.



Daily and monthly responsibilities

1. Drive forward the implementation of the co-produced SEND strategy for Children’s Social Care, informing and influencing our wider SEND services.
2. Participate in and initiate varied multi-stakeholder projects and work streams. Themes include co-production, participation and engagement, person-centred approaches, joint working initiatives, outcomes frameworks, operational function design, IT systems connectivity, EHCP processes, quality assurance, joint commissioning, Early Years, and Preparing for Adulthood.
3. Contribute to social care workforce development by formulating a programme of blended learning/training relating to SEND across varied audience profiles and functions, which ensures that whichever social care team a child with SEND is allocated to, they receive the right support at the right time, from appropriately skilled workers.

4. Establish and lead a network of social care SEND 'champions' and link workers, gathering insight and intelligence from them and other groups such as the Parent Carer Forum to inform future planning.
5. Prepare for and attend weekly Decision-Making Groups to provide input into Local Authority decisions regarding statutory assessment thresholds, the graduated approach, and educational provision.
6. Work with partners to provide quality assurance, expertise and guidance, including written practice guidance, to raise and maintain standards of EHCPs.
7. Implement organisational change by identifying issues/barriers/gaps, generating solutions, and planning and developing how these will be mitigated/implemented in a cross-function, cross-organisation context.
8. Undertake performance management and quality assurance activity in line with the Children's Services Quality Assurance Framework, and monitor and promote Key Performance Indicators, including the alignment of Annual EHCP Reviews with CSC reviews.
9. Actively participate in the wider Children's Management Team chairing panels, strategy meetings, CIN meetings and other professional and network meetings as required and preparing for and participating in external inspections of the service (Ofsted/CQC).
10. Attend and contribute to Approaching Adulthood Panel working alongside the Approaching Adulthood Team to ensure seamless transitions for children and young people with SEND between Children's and Adult's Social Care.
11. Line manage the Short Breaks Co-ordinator and work alongside relevant colleagues and partners to map and promote social care opportunities for children with SEND, identifying and addressing gaps, and contributing to the Local Offer.
12. Lead on the delivery of BOOM (Children's Council for CYP accessing services from CSST) and, in co-production with SEN colleagues, take on the lead role for CSC in the wider SEND council.
13. Contribute to the preparation for and implementation of the Liberty Protection Safeguards across Children's Social Care.
14. Provide consultation and advice for the Youth Justice Service around all matters relating to SEND.
15. Model and actively promote the *ASPIRE* priorities:
 - *Always respect timeliness*
 - *Smart impactful planning*
 - *Purposeful visits to families*
 - *Impactful, collaborative assessments*
 - *Reflective supervision*
 - *Engaging with children – Always ask yourself "what is life like for this child?"*
16. Ensure that staff are supported and receive good quality, reflective supervision and appraisals on a regular basis, as defined by the Council's procedures.
17. Contribute to safe and effective recruitment.
18. Assist and support the Head of Service with business planning, commissioning, and contracting for the relevant service areas to meet current and future demand.

19. Ensure that complaints relating to children and families with SEND, including those about service shortfall, are dealt with effectively and service delivery is improved accordingly.
20. Operate within and promote the Bracknell Forest Council's values and behaviours; Inclusive, Ambitious, Always Learning.
21. Authorise and manage expenditures within the prescribed delegated budget ensuring that correct payments are made in a timely manner.
22. Ensure the work environment promotes well-being at work, positive approaches to diversity, and actively promote/apply Health & Safety policies.
23. Produce written reports, as required for a number of audiences such as Senior Management Team and Elected Members.
24. Undertake any other duties commensurate with the grade of the post, as may be required from time to time.

Scope of role

The post requires considerable experience, and operational, quality assurance and managerial skills in order to ensure that services meet their statutory requirements and that outcomes for children and young people with SEND are improved in a climate of change.

The postholder will not hold a budget but will contribute to the management of tightly controlled budgets across the department and will be involved in contract monitoring.

A demonstrable commitment to the Council's Equal Opportunities policy and to working within the bounds of the Data Protection Act and GDPR legislation will be required at all times.

All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Bracknell Forest is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, workers, and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|--|
| Skills and qualifications | Professional qualification in Social Work (CQSW/Dip SW) | Management qualification e.g. DMS, MBA, Level 5 Diploma in Leadership & Management or equivalent |
| | SWE registration | Motivational Interviewing (MI) trained |
| | Evidence of continued professional development | Equality of opportunity training for recruitment |
| | Supervisory training | Safer Recruitment training |
| | Management training | |
| Competence Summary (Knowledge, abilities, skills, experience) | <p>Knowledge: Evidence of knowledge, understanding and practice in relation to the implementation of SEND legislation within social care</p> <p>Comprehensive knowledge, understanding and commitment to the safeguarding of children and young people with the ability to apply the statutory responsibilities to service delivery and development</p> <p>Understanding of and commitment to the principles of participatory practice with children and young people</p> <p>Experience: Extensive post qualification experience of working with children and young people with SEND and their families in a social care setting</p> <p>Experience of performance management and using research to inform practice</p> <p>Proven ability to work within a QA framework</p> <p>Experience of successful working with a wide range of stakeholders including children and young people, parents and carers, and those within</p> | |

social care, education and health
(including the voluntary sector)

Successful experience of
implementing organisational change
by identifying issues/ barriers,
generating solutions, and planning
and developing how these will be
implemented in a cross-function,
cross-organisation environment

Skills:

Ability to think creatively and
challenge norms: existing practice,
process, and protocols

Understanding, analysing and
presenting complex information
effectively

Proficient and confident in the
delivery of reflective supervision

Evidence of commitment to equality
of opportunity, removing barriers and
narrowing the gap for vulnerable
groups, creating and implementing
partnership and participation,
working across all agencies and with
all stakeholders

Proven ability to analyse complex
data and present in a meaningful
way to inform decision making

Problem solving and planning skills –
with the ability to devise solutions
and plan a programme of work to
deliver them

Process orientated and organised –
capable of devising, developing and
maintaining systems and process to
ensure effective and consistent
delivery and reporting

Developed and effective
communication and inter-personal
skills.

Ability to promote, lead and manage
transformational change and sustain
improvements

Influencing skills, and ability to
achieve own and partnership
objectives through joint working

Presentation skills (qualitative and quantitative data) adapted for different audiences

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Understanding of inclusion, equality and diversity and how to promote positive values

Ability to work at an operational level as a member of the wider service; to have exceptional leadership skills, modelling a strong performance culture and constructively building achievement, confidence and skills in others

Good strategic thinker, able to combine information at multiple levels and integrate it to form a forward-looking strategic view

Make the right, transparent decisions and stand by them

Resilient and pro-active

Motivated and person-centred

Asks for, reflects upon and acts on feedback

Solution focused and problem solving (thinking “outside the box”)

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Astute and able to work in a politically sensitive environment

**Other Work
Requirements**

A satisfactory enhanced Disclosure and Barring Service check

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken

aspects of the role with confidence in English applies

The ability to travel to meetings away from the work base using own or public transport

To work flexibly, including attending some meetings outside normal hours

This post is exempt from the Rehabilitation of Offenders Act 1974

Political awareness

Ability to achieve work life balance

Commitment to equal opportunities and Anti- Discriminatory Practice

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

