

JOB DESCRIPTION

Job Title:	Team Manager – Children Looked After and Leaving Care		
Directorate:	People	Salary:	£59,197- £61,334 plus £706 London Waiting and £963 Essential Car User Allowance. Plus annual 4% retention payment after 1 year
Section:	CSC, Life Chances	Grade:	BG-C SCP 49 – SCP 51
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

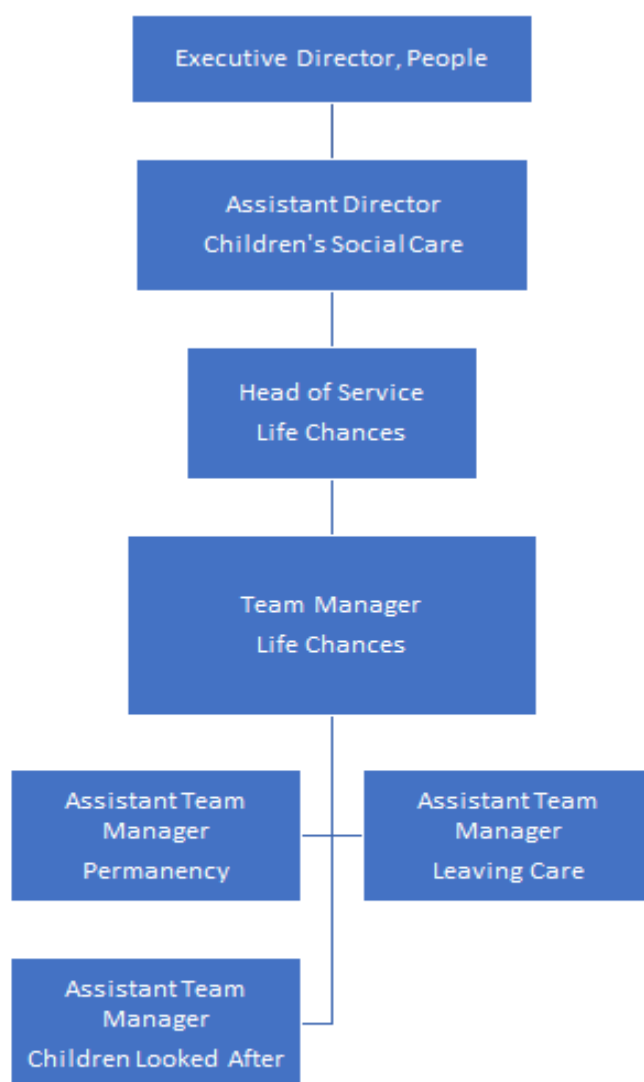
The Team Manager for Children Looked After and Leaving Care will manage the Assistant Team Managers for Children Looked After Team and Leaving Care Team and to promote stability within the family where this is assessed as appropriate. You will have a sound understanding of Children Looked After, Leaving Care and Child Protection procedures to be able to support staff and promote permanency planning in all your work.

The post holder will ensure the effective delivery of services through the management of staff and other resources. The post holder will ensure services are appropriately and equitably targeted and delivered according to statutory responsibility and the policies and procedures of Bracknell Forest Council.

The post holder:

- Will be responsible for managing the Children Looked After Team and ensuring we discharge our statutory duties to children looked after.
- Will be responsible for managing the Leaving Care Team and ensuring we discharge our statutory duties to care leavers.
- Will be a participation link for care leavers and children looked after.
- Will ensure the effective delivery of the service through the management of staff and other resources.
- Will ensure services are appropriately and equitably targeted and delivered according to statutory responsibility and the policies and procedures of Bracknell Forest Council.
- Working across all teams to promote the importance of permanence planning at every stage of a child's journey.
- Work collaboratively and in partnership with colleagues and other agencies to enhance the life chances of children and young people.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Manage the Children Looked After Team and Leaving Care Team and ensure we discharge our corporate parenting responsibilities appropriately.
- Manage the Assistant Team Managers for Children Looked After, Leaving care and Permanency.
- To promote listening to children and young people at every opportunity, ensuring their views are heard, recorded and acted upon in an appropriate and timely manner.
- To actively engage with parents and carers so that their views contribute to service improvement. Including responding to complaints and feedback.
- Delegate as appropriate tasks to Assistant Team Managers.
- Manage and supervise the delivery of specialist behaviour support within the service.
- Manage and develop a range of services provided by the team and ensure that services meet the required national standards in line with relevant legislation and regulations. These services include:
 - Transition planning post 18 and Care Leavers support

- Supporting step down / escalation as guided by quality care planning
- Children Looked After planning and support including for approaching adulthood
 - Ensure the efficient and effective delivery of the required services by staff members, managing to clear objectives and targets.
 - Develop staff performance ensuring that all staff receive good quality, reflective supervision (including multi-agency group supervision) and appraisals on a regular basis, as defined by council procedures.
 - Manage a range of delegated budgets, ensuring that correct payments are made in a timely manner.
 - Active participation in the Children's Services Leadership Team, liaising with all first line managers on a regular basis to contribute to cross department developments as needed across children's services.
 - To undertake responsibility for both operational issues and the strategic development of the services.
 - To chair panels, strategy meetings and other meetings as required.
 - Attend and contribute to the Corporate Parenting Advocacy panel.
 - To deputise for the Head of Service as required.
 - Manage key performance indicators and outcomes including quality assurance activity for any function within the department.
 - The post will prepare for and manage any external inspections of the service, such as Ofsted.
 - To ensure the maintenance of accurate statutory records and that statutory requirements are met.
 - To manage a team, including recruitment/retention; induction; training and development; performance management; disciplinary/capability and succession planning.
 - Collaborate with colleagues in the partnership and interlay such as Housing, Health and Commissioning.
 - To write reports, as required for a number of audiences such as Senior Management Team / Elected Members.
 - Complete annual reports to reflect the work undertaken by the teams
 - To ensure the work environment promotes well-being at work, positive approaches to diversity and actively promoting/applying Health & Safety policies
 - To undertake any other duties commensurate with the grade of the post, as may be required from time to time.

Scope of role

- To manage any delegated budget in accordance with the Scheme of Delegation.
- There is an impact of managing staff who are dealing with complex emotionally demanding cases involving vulnerable children and at times dealing directly with carers and children who may be in emotionally volatile situations. All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- 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.
- The post holder will be responsible for ensuring the team is appropriately staffed and supervised to deliver the best outcomes for children.

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	<ul style="list-style-type: none"> • Social Work Qualification. • Registration with Social Work England. • Evidence of continued professional development. • Supervisory Training Practice Educator award. 	<ul style="list-style-type: none"> • Management qualification. • Training skills and experience.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. • Post qualified experience in children's services which covers the following areas: <ul style="list-style-type: none"> - Experience of leading teams to support children/families/adults to better outcomes - Experience of reporting to court - knowledge of different care arrangements - Evidence of people skills - Evidence of effective liaison and co-operative working with other agencies - Supervisory experience - Ability to listen to the views of children and young people and take their views into account when making decisions that affect them - Performance management - Budget management • Good IT skills 	<ul style="list-style-type: none"> • Experience of working in other areas of children's services.
Work-related Personal Requirements	<ul style="list-style-type: none"> • The post holder must hold a full UK driving licence (or valid equivalent) with access to a car with the ability to travel to meetings. Non-UK licences must be converted to UK licences in the first six months of employment. • Excellent written and verbal communication skills. • Commitment to seeking the views and participation of children, their parents and 	

	<p>carers in the planning and provision of services.</p> <ul style="list-style-type: none"> • Commitment to implementing equal opportunities in all areas of work. • Ability to analyse data and make changes to services based upon this information. • Work within a changing environment to meet new and emerging needs.
Other Work Requirements	<ul style="list-style-type: none"> • A satisfactory enhanced Disclosure and Barring Service check. • Commitment to equal opportunities and anti-discriminatory practice. • Able to work outside office hours as required. • 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 • This post is exempt from the Rehabilitation of Offenders Act 1974
Role models and demonstrates the Council's values and behaviours	<p>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.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

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.

