

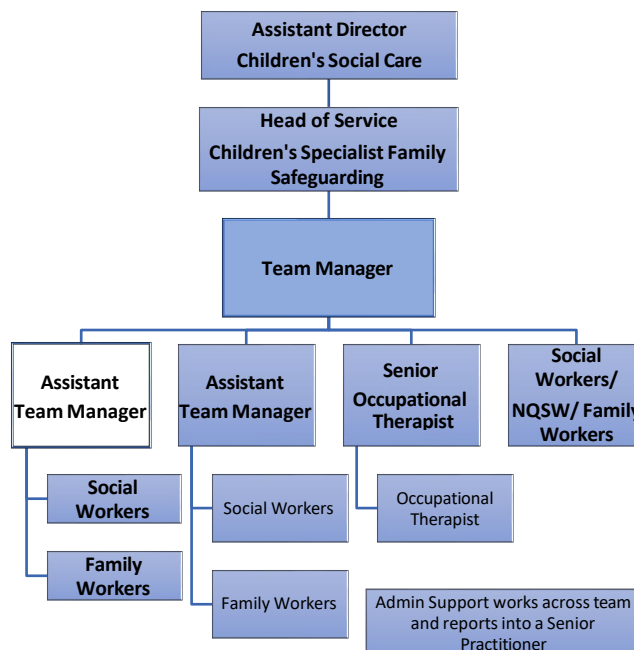
JOB DESCRIPTION

Job Title:	Assistant Team Manager		
Directorate:	People	Salary:	£56,748 - £59,999 per year Plus £729 London Weighting and £963 Essential Car User allowance
Section:	Children's Specialist Support Team	Grade:	BG-D, (SCP 45-48)
Location:	Times Square	Work Style:	Flexible

Key Objectives of the role

- To support the management of the delivery and performance of the Children's Specialist Support Team.
- To promote and support the council's policies and procedures for safeguarding.
- To work collaboratively with multi-agency partners.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To support the Team Manager with managing a team of staff, including recruitment/retention, induction, training and development, performance support and management, disciplinary/capability and succession planning.
2. Providing high quality, reflective supervision (in line with the supervision policy) including providing feedback and analysis of performance.
3. To lead on strategy discussions, Child in Need meetings, professional meetings and other forums, working together with partner agencies to conclude with safe and proportionate threshold decision and planning.
4. To work in a way that encourages and develops inter-agency co-operation.
5. To undertake regular reviews of, and track, performance data alongside the Team Manager. Completing audits and contributing to audit programmes and frameworks.
6. 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.
7. To actively engage with parents and carers so that their views contribute to service improvement. Including responding to complaints and feedback.
8. To contribute, with management support, to the equitable provision of service in terms of allocation, assessment, care planning and interventions, through supervision and through the organisation of work requested.
9. To assist in the development of the service by flexible and imaginative practice and supervision when considering how to meet assessed needs.
10. To maintain an efficient and cost-effective provision of service in accordance with departmental guidelines, legislation and budgetary considerations.
11. To undertake any other tasks that are commensurate with the scope of the role that may be required.

Scope of role

All Social Workers and their manager are expected to meet the standards set by Social Work England.

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.

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	DipSW/BA in Social Work or equivalent 3+ years post qualified experience Registered SWE qualification Supervising/mentoring experience Knowledge of child protection/care proceedings.	Supervisory experience Post qualification or management training
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Able to make clear decisions in crisis. Support the requirement to listen to children, ensuring their views are heard and acted upon appropriately Understanding of Working Together, the Assessment Framework and related social care processes. Experience of mentoring or coaching or supervision. Understanding of and commitment to the principles of participatory practice with children and young people. A commitment to all aspects of the Safeguarding agenda, with a particular focus on ensuring positive outcomes for children and young people. Proficient IT skills - maintaining accurate records.	

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.
	The ability to communicate effectively both verbally and in writing. Ability to work in a flexible way, including outside normal office hours on occasion. Ability to prioritise workloads. A solution focused/problem solving approach. Good organisational skills, with an ability to meet deadlines.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974
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 and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.