

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

POSTHOLDER:

SECTION: Inclusion Learning and Achievement

GRADE: PO5

POST DESIGNATION: Practice Manager – SEND Social Care

Job purpose.

- Coordinating local social care systems and liaise with SEND partners to ensure statutory obligations are met and the LA is compliant with SEND Code of Practice.
- Ensuring timely, good quality social care information and advice is an integral part of the EHC needs assessment process and that it is done to a high quality on an individual and wider strategic level.
- Provide day to day direction to and co-ordination of staff working across Children's Social Care
- To provide increased managerial oversight on cases to ensure allocations and assessments are both timely and proportionate to identified risk
- To assist with the operational management of the team and take forward the implementation of new initiatives under the direction of the Team Leader.
- Support the Team Leader in ensuring that the core functions of the team operate to a good quality and are effective in safeguarding and promoting the welfare of children.

Main Duties:

- Make decisions around level of social care provision a child needs to meet Social Care needs identified through assessment process. The effective gatekeeping of specialist resources will ensure best use of public funds whilst maximizing use of universal and targeted resources.
- To complete social care evidence for tribunal hearings, including completing social work statements outlining assessed need, outcomes and required provision. Where necessary this evidence must stand up to challenge from independently commissioned assessments.
- To act as an expert witness in tribunal hearings, representing the Local Authority's position in relation to social care needs, outcomes and required provision.
- Proactively identify and mitigate any significant reputational and financial risk to the Local Authority in complex, contentious situations in relation to social care matters in the EHC assessment and planning for children with SEND. Where unable to mitigate the risk, the Practice Manager will escalate the issue to senior leaders.

- Monitor and manage the performance of social care input in EHC needs assessments and planning. Provide quality assurance of practice in relation to social care input in EHC needs assessments and planning
- Contributing to social care workforce development by formulating a programme of blended learning/training relating to the SEND reforms across varied audience profile and functions.
- Provide information and social care advice on SEND specific panels, including NA2 panel, Complex Case panel and Tribunal panel.
- Establish and monitor processes/systems to coordinate social care input in EHC needs assessments, planning and reviews across Children's Services.
- Officer will identify areas where social care is weak or non-compliant with the SEND Code of Practice, generating solutions and implementing strategies and plans to address this whilst aligning these to social care's operational and business plans and statutory obligations.
- Ensure staff are well managed, motivated and developed through learning opportunities that enhance their professional practice with agreed aims and objectives. Contribute to the development of the programme of training and development within the teams.
- Provide professional group supervision to staff, and associated performance and development activities so that staff are able to provide a good and improving quality of service.
- Provide supervision on individual cases as identified/directed by the Team Leader
- Promote and develop good working relationships in accordance with employee relations, policies and codes of practice agreed by the Council and follow agreed procedures for the resolution of all personnel issues, e.g. grievances, capability and absence.
- To deputise in Team Leader's absence and to provide day to day management oversight for a specified group of staff working together with colleagues and partner agencies to ensure a first class highly professional service
- Monitor and manage the performance of staff, including regular scrutiny of files.
- Maintain effective communication and consultation with service users, carers, staff, external statutory, voluntary and community agencies providing accurate information. Also representing the Department at internal and external meetings where appropriate.
- Alongside the Team Leader takes responsibility for ensuring the delivery of a high quality and effective service for children and young people in care and care leavers.
- Work with professionals to secure a timely consensus about what needs to happen to safeguard and promote a child's welfare, and to facilitate dispute resolution where this is required.

- Chair multi-agency professionals meetings.
- Provide support and challenge to professionals about the reasons for their decisions, and model sound professional practice and decision making.
- Carry out case audits and sampling of work to assure the quality of practice and inform improvement actions.
- Implement improvement actions across the team and contribute to developing a high quality effective service.
- Work with leaders and managers from a range of organisations to support the effective operation of early help assessment and help.
- Provide management cover for the team and carry out tasks as directed by the Team Leader in their absence.
- Undertake additional duties commensurate with the job role.

Designation of the Post to which the Post-Holder normally reports to:

Team Leader in SEND Assessment and Review Service with professional supervision from Head of SEND Social Care

1. Person Specification

Job Title	Practice Manager SEND Social Care
Grade	PO5
Service/Section	Inclusion, Learning and Achievement
Directorate	Children's Services

Criteria	Essential/ Desirable
Qualifications and Experience	
Registered Social Worker with Social Work England.	E
Able to act at or exceed the expected capabilities for an Experienced Social Worker.	E
Experience of making professional decisions about the appropriate way of responding to children who may need assessment and help.	E
Knowledge	
Evidence of knowledge, understanding and practice in relation to the implementation of SEND legislation, particularly within social care	E
Experience of successful working with a wide range of stakeholders including children and young people, parents and carers, and those within social care, education and health (including the voluntary sector)	E
An understanding of the framework for information sharing between professionals and agencies in response to contacts, notifications and requests for children's social care service.	D
An understanding of the application of legislation and guidance relating to	E
statutory assessment by social workers, children in need, privately fostered children, looked after children and care leavers.	D

Skills and Abilities	
Communicating clearly and persuasively both orally and in writing to a varied audience profile, including writing reports, guidance, templates, presentations, training materials and programmes	E
Strong influencing and confident interpersonal skills to achieve best outcomes for children and families whilst balancing Social Care and the local authority's interests	E
A commitment to, knowledge and understanding of: <ul style="list-style-type: none"> a. Equal opportunities policy b. Anti-discriminatory practice c. User involvement 	E
Able to take timely action to avoid drift or delay to ensure that children get the assessment, help and intervention they need to ensure that they are protected and their welfare is promoted.	E
Demonstrable leadership skills, credibility, integrity and ability to manage through change	D
Able to promote user involvement in the delivery, review and design of services.	E