

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

POSTHOLDER

SECTION: Generic

GRADE: PO6

POST DESIGNATION (TITLE): Practice Leader

Purpose of Job:

- i. 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.
- ii. To assist with the operational management of the team and take forward the implementation of new initiatives alongside the Team Leader.
- iii. To provide increased managerial oversight on cases to ensure allocations and statutory work are both timely and proportionate to identified risk.
- iv. Allocate work, agree targets, monitor and implement training programmes and generally develop and motivate staff to perform effectively.
- v. To set standards and priorities for the team, promoting quality management standards and the effective implementation and monitoring of standards, policies and procedures.
- vi. To carry a caseload of 50% and provide supervision and take line management responsibility for up to 3 members of staff.
- vii. Provide day to day direction to and co-ordination of staff working in the Teams.

Manages up to 10 staff (Directly and indirectly)

Main Duties:

Leadership

- 1) Be responsible for ensuring the delivery of a high quality and effective service for children and young people in care and care leavers alongside the Team leader.
- 2) Alongside the Team leader or deputising in their absence, provide day to day management oversight for the team of 6 member of staff including qualified social workers working together with colleagues and partner agencies to ensure a first class highly professional service
- 3) 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. grievance, capability and absence.
- 4) Lead on service development or improvement initiatives within the team alongside the Team Manager.
- 5) Contribute to the development of the programme of training and development within the team and service.

Finance

- 6) Make decisions on committing financial resources in line with the scheme of delegation.
- 7) Assist the Team Leader in managing the team's revenue budget within financial guidelines and agreed budget limits.

Performance:

- 8) Ensure that the key statutory service functions of assessment, planning, intervention and review are carried out by the team in order to safeguard and promote the welfare of children in need alongside the Team Leader.
- 9) Deliver and role model effective case work management on allocated children's cases.
- 10) Implement quality standards, performance indicators and outcomes ensuring that these meet the targets and standards of local and national assessment frameworks alongside the Team Leader.
- 11) Monitor and manage the performance of staff, including regular scrutiny of files, case audits and sampling of work to assure the quality of practice and inform improvement actions.
- 12) To promote best practice in achieving permanence for children including Lifestory work.
- 13) Implement improvement actions across the team and contribute to developing a high-quality effective service

Supervision

- 14) Provide direct line management to up to 3 members of staff. This might include ASYEs who require additional support and supervision and regular progression reports.
- 15) 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.
- 16) Provide supervision on individual cases as directed by the Team Leader.
- 17) Be responsible for effective people management, recruitment and selection, training, performance, sickness absence and disciplinary matters.
- 18) Ensure staff are well managed, motivated and developed through learning opportunities that enhance their professional practice with agreed aims and objectives.

Partnerships

- 19) Maintain effective communication and consultation with service users, carers, staff, external statutory, voluntary and community agencies providing accurate information.
- 20) 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.
- 21) Chair multi-agency professionals' meetings.
- 22) Provide support and to professionals about the reasons for their decisions and model sound professional practice and decision making.

- 23) Work with leaders and managers from a range of organisations to support the effective operation of early help assessment and help.
- 24) Represent the Department at internal and external meetings where appropriate.
- 25) Undertake additional duties commensurate with the job role.
- 26) To undertake any other work appropriate to the level and general nature of the post's duties.
- 27) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 28) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 29) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 30) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 31) This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools
- 32) To be responsible for undertaking employee investigations, hearings, and appeals in line with the RBG policies and procedures.
- 33) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.
- 34) To undertake supervision/management of staff as and when required.
- 35) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-holder normally reports to: Team Leader

Person Specification



Job Title	Practice Leader
Grade	PO6
Service/Section	Generic
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Experience	
Registered Social Worker with Social Work England.	E (D in Adolescent Help)
Able to act at or exceed the expected capabilities for an experienced Social Worker.	E (D in Adolescent Help)
Experience working in an urban, culturally diverse environment.	E
Evidence of continued professional development.	E
Experience of supervising children's social care staff.	E (D in Adolescent Help)
Experience using quality assurance, audit systems, and processes to analyse the quality of the service.	E
Experience working effectively with professionals from other services and across organisational boundaries.	E
Experience making professional decisions about the appropriate way of responding to children who may need assessment and help, including in relation to court work.	E
Knowledge and Qualification	
A professionally recognised qualification	E
Social Work qualification	E (D in Adolescent Help)
Understanding the legal and regulatory framework for safeguarding and promoting the welfare of children.	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 services.	E

• Understand how to apply best practice in evaluating levels of risk and need with incomplete information about a child's needs and circumstances. • An understanding of the application of legislation and guidance relating to statutory assessment by social workers, children in need, privately fostered children, looked after children and care leavers. • An understanding of early help assessment and support arrangements.	E
Skills and Abilities	
• Skills in staff supervision and development. • Able to effectively direct and guide professionals from other agencies working within the team. • Able to maintain an effective management oversight of the response to assessments. • 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. • Able to effectively manage information electronically and to use office management systems. • Demonstrably good written and oral communication skills and ability to produce and present detailed and complex reports.	E E E E E E
Equal Opportunities	
• Understanding and commitment to the Council's equal opportunities of policies and ability to put into practice in the context of this post. • Understanding and commitment to achieving the Council's staff values and ability to put into practice in the context of this post	E E