

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

|                     |                                              |
|---------------------|----------------------------------------------|
| <b>DIRECTORATE:</b> | Children's Services                          |
| <b>DIVISION:</b>    | Children and Families Social Care            |
| <b>SECTION:</b>     | Practice Improvement and Development Service |
| <b>POST TITLE:</b>  | Professional Educator                        |
| <b>GRADE:</b>       | PO6                                          |

#### Purpose of Job:

To provide flexible learning and development for social workers, managers and others, which will systematically meet identified improvements required.

Manage up to 1 directly managed staff.

Manage up to 0 indirectly/consultancy/contracting staff.

#### Main Duties

- 1) To work with colleagues across the Division, Department and whole children's workforce to identify gaps in practice, and so apply consistency of messages across the Division.
- 2) To arrange and lead workshops and seminars relating to whole systems improvement, in response either to new legislation and guidance, gaps identified through internal auditing and other quality review mechanisms, inspections or any other activity.
- 3) To design and sustain an induction package for newly qualified social workers (NQSWs) and other social workers new to Greenwich.
- 4) To provide supervision to Newly Qualified Social Workers and their managers to successfully complete and evidence the Assessed Year in Employment

- 5) To lead and develop the Assessed Year in Employment programme, policies and procedures effectively and efficiently.
- 6) To manage, develop and promote Social Work post-qualification programmes, managing the communication and administration between RBG and established Higher Education Institution Post Qualification programme providers.
- 7) To oversee the provision of practice placement opportunities for student social workers.
- 8) To deliver tailored individual and group learning programmes in support of achieving best practice.
- 9) To provide consultation to all social workers in relation to their continuous professional development, in line with the new Professional Capabilities Framework.
- 10) To engage in team coaching.
- 11) To provide guided reading for individual social workers, leaders and team managers.
- 12) To work with colleagues across the Division, Department and whole children's workforce to identify gaps in practice, and so apply consistency of messages across the Division.
- 13) To identify and disseminate relevant research, together with other colleagues.
- 14) To check current and new legislation and guidance against internal procedures and recommend amendments where necessary.
- 15) To seek the views of practitioners and feed back to relevant managers.
- 16) To engage in a limited amount of specific auditing, arising from the work of the post.
- 17) To delegate tasks and responsibilities (including the delegation of the supervision of staff), to other staff as appropriate, participate in management cover arrangements and deputise for the Principal Social Worker when required.
- 18) To undertake any other work appropriate to the level and general nature of the duties of the post

- 19) To carry out all duties with due regard to the provisions of health and safety regulations and legislation, Data protection legislation, the Council's equal opportunities and customer care policies, and any local agreements.
- 20) To undertake any other work appropriate to the level and general nature of the duties of the post.
- 21) To carry out all duties with due regard to the provisions of health and safety legislation and regulations, data protection legislation and guidance, the Council's equal opportunities and customer care policies, and any local agreements or procedures.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 27) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 28) This post requires an enhanced DBS and will be supported by Safer Recruitment tools
- 29) To undertake supervision/management of staff as and when required.
- 30) 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.

The post would normally report to the Service Leader – Workforce development. In the event of absence would then report to the Strategic Lead- Practice Improvement and Development Service.

## Person Specification

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|------------------------|----------------------------------------------|
| <b>Job Title</b>       | Professional Educator                        |
| <b>Grade</b>           | PO6                                          |
| <b>Service/Section</b> | Practice Improvement and Development Service |
| <b>Directorate</b>     | Children's Services                          |

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

| <b>Criteria</b>                                                                                                                                                                                       | <b>Essential/<br/>Desirable</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Knowledge</b>                                                                                                                                                                                      |                                 |
| A UK recognised Social Work Qualification and registration with Social Work England.                                                                                                                  | E                               |
| Knowledge of systemic and compassionate practice and their application to work with children, young people and families.                                                                              | E                               |
| In depth knowledge and understanding of legislation, regulations and guidance relating to all aspects of children's social care                                                                       | E                               |
| Knowledge of different learning styles and how to tailor the delivery of content to ensure audiences are able to absorb and use learning.                                                             | D                               |
| Understanding of quality assurance and improvement processes and cycles.                                                                                                                              | D                               |
| <b>Skills and Abilities</b>                                                                                                                                                                           |                                 |
| Ability to assess and support practice development for social workers at all levels using the Professional Capabilities Framework                                                                     | E                               |
| Excellent verbal and written communication skills with the ability to prepare concise analytical reports tailored to a variety of audiences. Understanding and assessing training & development needs | E                               |
|                                                                                                                                                                                                       | D                               |
| Ability to design and delivering training and professional development opportunities for individuals and groups.                                                                                      | E                               |

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| Ability to model the behaviors and capabilities of an effective social worker and leader and inspire respect and confidence.                                             | E |
| Ability to give social workers the support and tools required to manage workload and create resilience.                                                                  |   |
| <b>Experience</b>                                                                                                                                                        |   |
| Substantial post-qualifying experience in local authority children's social work including child protection, care proceedings and children in our care and care leavers. | D |
| Supervising coaching and mentoring of social workers and students including those from underrepresented groups                                                           | E |
| Developing and facilitating training and workshops training material to groups                                                                                           | D |
| <b>Equal Opportunities</b>                                                                                                                                               |   |
| Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.                              | E |
| Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.                                    | E |