



## **ROYAL BOROUGH OF GREENWICH**

### **JOB DESCRIPTION**

POST DESIGNATION (TITLE): Practice Leader – Leaving Care

GRADE: PO6

REPORTING TO: Team Leader – Leaving Care

Job purpose:

- Support the Team Leader in ensuring that the core functions of the team operate to a good standard, are effective in safeguarding and promoting the welfare of young people leaving care.
- To assist with the operational management of the team and take forward the implementation of new initiatives alongside the Team Leader.
- To provide increased managerial oversight on cases to ensure allocations and statutory work are both timely and proportionate to identified risk and need.
- Allocate work, agree targets, monitor and implement training programmes and generally develop and motivate staff to perform effectively.
- To set standards and priorities for the team, promoting quality management standards and the effective implementation and monitoring of standards, policies and procedures.
- To provide supervision and take line management responsibility for up to 4 Leaving Care Personal Advisors.
- Provide day to day direction to and co-ordination of staff working in the Teams.

Responsibilities:

Leadership:

- 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.
- Alongside the Team leader or deputising in their absence, provide day to day management oversight for the team of 6 Leaving Care Personal Advisors, working together with colleagues and partner agencies, to ensure a first class highly professional service

- 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.
- Lead on service development or improvement initiatives within the team and the wider Leaving Care Service alongside the Team Manager.
- Contribute to the development of the programme of training and development within the team and service.

#### Finance:

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

#### Performance:

- 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 care and care leavers alongside the Team Leader.
- Deliver and role model effective case work management.
- Implement quality standards, performance indicators and outcomes ensuring that these meet the targets and standards of local and national frameworks alongside the Team Leader.
- 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.
- To promote best practice in improving the life chances of young people leaving care.
- Implement improvement actions across the team and contribute to developing a high quality effective service

#### Supervision:

- Provide direct line management to up to 4 Leaving Care Personal Advisors.
- 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 directed by the Team Leader in line with the supervision policy.
- Be responsible for effective people management, recruitment and selection, training, performance, sickness absence and disciplinary matters.
- Ensure staff are well managed, motivated and developed through learning opportunities that enhance their professional practice with agreed aims and objectives.

Partnerships:

- Maintain effective communication and consultation with service users, carers, staff, all partner agencies including external statutory, voluntary and community agencies providing accurate information.
- Work with professionals to secure a timely consensus about what needs to happen to safeguard and promote the welfare of children in and leaving care; 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.
- Work with leaders and managers from a range of organisations to support the effective operation of the Leaving Care Service.
- Represent the Department at internal and external meetings where appropriate.

Undertake additional duties commensurate with the job role.



## **ROYAL BOROUGH OF GREENWICH**

### **PERSON SPECIFICATION**

POST DESIGNATION (TITLE): Practice Leader – Leaving Care

GRADE: PO6

REPORTING TO: Team Leader – Leaving Care

Experience.

- Registered Social Worker with Social Work England.
- Able to act at or exceed the expected capabilities for an Experienced Social Worker.
  - Experience of working within a Leaving Care Service or Leaving Care Team
- Experience of working in an urban culturally diverse environment.
- Evidence of continued professional development.
- Experience of supervising children's social care staff.
- Experience of using quality assurance, audit systems and processes to analyse the quality of the service.
- Experience of working effectively with professionals from other services and across organisational boundaries.
- Experience of making professional decisions about the appropriate way of responding to children and young people in and leaving care.

#### Knowledge.

- Understanding the legal and regulatory framework for safeguarding and promoting the welfare of children in and leaving care with an emphasis on Leaving Care legislation including the relevant regulations and guidance.
- An understanding of the framework for information sharing between professionals and agencies.
- Understanding of how to apply the necessary statutory framework for care leavers.
- 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.

#### Capabilities.

- 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 care leaver assessments.
- Able to take timely action to avoid drift or delay to ensure that children and young people leaving care receive the assessment, help and intervention they need.
- Able to effectively manage information electronically and to use record management systems.
- Demonstrably good written and oral communication skills and ability to produce and present detailed and complex reports.