



brighterfuturesforchildren.org

Team Manager within Children's Services

Job Description & Person Specification

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Job Information

Post Title	<ul style="list-style-type: none">Team Manager
Reports to:	<ul style="list-style-type: none">Service Manager
Grade and Salary:	<ul style="list-style-type: none">RGSW9 (scp 43-48)
Location	<ul style="list-style-type: none">Civic Centre, Reading
Conditions:	<ul style="list-style-type: none">37 hours per week, add in if evening or weekend required
Direct reports to the post:	<ul style="list-style-type: none">Assistant Team Manager

Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough. The Team Manager has accountability for the operational management and supervision of the social work team, inclusive of resource and performance management, quality assurance and partnership working. This is a leadership role which requires the Team Manager to positively influence the development of their team and staff and the experience of children, young people and families.

1. Your role

- Ensure effective delivery of a service in a specialised field in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
- To advise your line manager of any significant incident, event or identified trend, in order to ensure effective and timely management and resolution.
- Provide advice and support in relation to complex cases; respond to complaints from service users/relatives/carers.
- Allocate and supervise workload to agreed service priorities; monitor case files, computerised records; deal with workload management issues as they arise.
- Lead a team of staff, including recruitment, induction, training and personal development, absence management, retention, grievance/discipline/capability, succession planning, work force planning.
- Undertake professional supervision of staff, including appraisals and staff development activities.
- Undertake performance management, quality assurance and ensure value for money in services delivered by the team; act on inadequate performance as appropriate.
- Authorise and manage expenditures within prescribed delegated budget; contribute to resource planning for specialised field; monitor and evaluate contracts supporting packages

of care; may carry responsibility for team facilities/physical resources.

- Develop and implement policies/procedures for team/area. Contribute to development of strategy/services/policies for specialised field, ensuring service delivery is within relevant legislation and regulation.
- Develop and maintain internal and external working relationships with partner organisations, external agencies.
- Offer direct support to staff at a level commensurate with their level of experience - chair reviews/planning meetings/case conferences/strategy meetings as appropriate and ensure those chaired by other staff within your service are effective.
- To model leadership competencies and behaviours that continuously develops staff and services.
- To take personal responsibility for identifying and meeting your own development and training needs.
- To undertake delegated duties on behalf of Service Managers, as required.
- To undertake any other duties that are deemed appropriate to the nature, level and grade of the post, as may be required.
- To be a custodian of the reputation of Children's Social Care in Reading.
- To ensure children, young people and families receive a good service.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none">• Social Workers• ATM• Business Support
External:	Develop and promote strong partnerships with: <ul style="list-style-type: none">• External agency

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.



4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

5. Personal Attributes

- Confident
- Approachable
- Friendly
- Uses initiative
- Achieves deadlines

6. Scope of Job (Budgetary/Resource Control/Impact)

- The post holder will supervise, manage, monitor and control staffing and service budgets up to approximately £750,000.
- Line management of a team of staff numbering approximately 6-9 people.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE or list
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	Level 2
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	Comply with the HCPC Codes of Practice.



Person Specification

Qualifications & Education

Essential:

- Social Work qualification and HCPC registration
- Appropriate Post Qualifying Moderated Training eg PQ Level 1 or 2 / Consolidation or Specialist / Practice Teacher of Enabling Learning or equivalent is desirable.
- Willingness to undertake a relevant management qualification is expected for all teams and an undertaking to complete a management qualification is required for fostering and adoption teams.

Experience

Essential:

- Demonstrable post qualification experience and direct management experience within a statutory children's social care service.
- Experience of effective risk assessment and risk management in child in need, child protection and LAC work
- Experience of the legal and social care policy framework
- Effective implementation of quality performance management systems
- Experience of effectively and productively chairing complex meetings
- Experience of the concept and activity of corporate parenting
- Leadership experience and understanding of influence

Desirable:

- Knowledge of children's services



Skills, Abilities & Competencies

Essential

- Demonstrable post qualification experience and direct management experience within a statutory children's social care service.
- Experience of effective risk assessment and risk management in child in need, child protection and LAC work
- Experience of the legal and social care policy framework
- Effective implementation of quality performance management systems
- Experience of effectively and productively chairing complex meetings
- Experience of the concept and activity of corporate parenting
- Leadership experience and understanding of influence
- Enabling engagement of children, young people and families in challenging circumstances

Additional Working Requirements

Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- Car driver with regular use of a car.
- Be able to lead on service development and policy work within the service.
- Be able to work outside office hours to respond to specific service requirements.
- Be able to respond to challenge and crises.