

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Team Manager- Assessment Team		
<b>Directorate:</b>	People	<b>Salary:</b>	£54,988 - £58,139 Plus £706 LW and £963 ECU
<b>Section:</b>	Children's Social Care	<b>Grade:</b>	BG-D, SCP 45 - 48
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

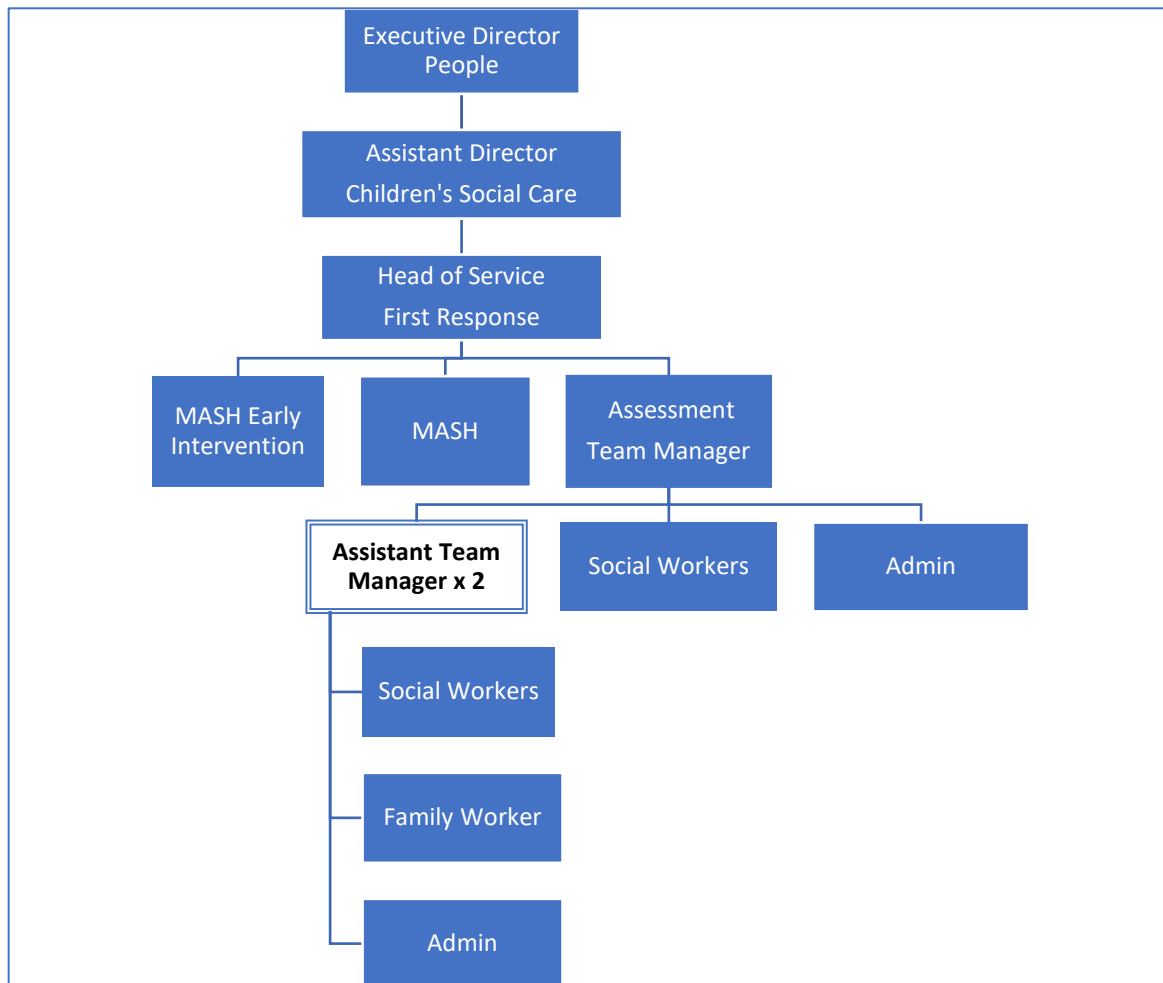
You will deputise when required for the Team Manager and work closely alongside the Team Manager to deliver our vision and strategic values. You will have direct responsibility for social workers, including newly qualified social workers, students and support staff. You will support the Team Manager to drive performance, ensure the right plans are in place and needs lead services and intervention is provided for children and families.

We will expect you to deputise for the Team Manager when required and support them across a range of areas, including recruitment and retention of staff and the chairing of meetings.

You will be able to build effective relationships, demonstrate strong assessment and analytical skills have a well-developed understanding of assessment, planning and intervention and work effectively as part of a management team.

In particular this post will contribute to ensuring that there is effective supervision of staff and that services are delivered and developed according to departmental policies, procedures and guidelines.

## Designation of post and position within departmental structure



## Daily and monthly responsibilities

1. To support the Team Manager with managing a team of staff, including recruitment/retention, induction, training and development, performance support and management, disciplinary/capability, and succession planning.
2. Providing high quality, reflective supervision (in line with the supervision policy) including providing feedback and analysis of performance.
3. To lead on Strategy Discussions, Child in Need meetings, professional meetings and other forums, working together with partner agencies to conclude with safe and proportionate threshold decision and planning.
4. To work in a way that encourages and develops inter-agency co-operation.
5. To undertake regular reviews of, and track, performance data alongside the Team Manager. Completing audits and contributing to audit programmes and frameworks.

6. To promote listening to children and young people at every opportunity, ensuring their views are heard, recorded and acted upon in an appropriate and timely manner.
7. To actively engage with parents and carers so that their views contribute to service improvement. Including responding to complaints and feedback.
8. To contribute, with management support to the equitable provision of service in terms of allocation, assessment, care planning and interventions, through supervision and through the organisation of work requested.
9. To assist in the development of the service by flexible and imaginative practice and supervision when considering how to meet assessed needs.
10. To maintain an efficient and cost-effective provision of service in accordance with departmental guidelines, legislation and budgetary considerations.
11. To undertake any other tasks that are commensurate with the scope of the role that may be required from time to time.

## Scope of role

- All social Workers and their manager are expected to meet the standards set by Social Work England.
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- Bracknell Forest Council has been awarded an Outstanding grading from Ofsted in the most recent inspection completed in June 2022.
- All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.
- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>DipSW/BA in Social Work or equivalent</p> <p>5 + years post qualified experience</p> <p>existing management and supervisory experience</p> <p>significant post-qualifying experience in statutory work with children and families, which includes child protection</p> <p>In-depth knowledge of relevant legislation, guidance, policies and thresholds</p> <p>Registered SWE qualification</p>	<p>Post qualification - for example: practice educator</p> <p>ABE Training</p> <p>Motivational Interviewing training</p> <p>Age Assessment training</p> <p>Human Rights Assessment training</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Working knowledge of the Children's Act 1989 and 2004</p> <p>Able to make clear decisions in crisis</p> <p>Support the requirement to listen to children, ensuring their views are heard and acted upon appropriately</p> <p>Understanding of Working Together, the Assessment Framework and related social care processes</p> <p>Experience of mentoring, or coaching or supervision</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people</p> <p>Understanding of and commitment to the principles of participatory</p>	<p>Experience/knowledge of the Family Safeguarding model.</p>

	practice with children and young people.
<b>Work-related Personal Requirements</b>	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Anything that is applicable to the role that is out of the norm.</p>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

